POSITION DESCRIPTION

Position Title: Manager Enterprise Governance
Organisation Unit: Governance and Risk
Position Number:
Type of Employment: Continuing, Full Time
Classification: Hew Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes.

The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks and processes, facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams:

- Enterprise Governance
- Enterprise Risk Services
- Enterprise Insurance Services
- Enterprise Compliance Services
- Enterprise Procurement Services
- Corporate Services
- Internal Audit

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position The Manager Enterprise Governance is responsible for leading, guiding and managing the University’s efforts in ensuring it has effective and efficient governance and system of internal controls including fit-for-purpose policies and procedures.

Duties Duties and responsibilities include, but are not limited to:

- In consultation with relevant stakeholders across the University, develop an enterprise-wide governance framework incorporating the core elements of the University’s system of internal control, guide and facilitate its adoption, monitor and provide assurance on its effectiveness, and ensure its ongoing relevance.
- Provide oversight, advice and assistance to enable and ensure University policies and procedures are compliant with applicable laws and regulations, consistent with the University’s governance framework and fit for purpose.
- Maintain and manage a user-friendly library of all University policies, procedures and related documents (including, but not limited to, process maps, forms and document templates).
- Develop and implement a quality assurance program to direct and facilitate the development and/or reviews of policies and procedures towards ensuring that all
current policies and procedures published through the library are demonstrably ‘fit for purpose’, compliant with laws and regulations and consistent with the University’s governance framework.

- Manage the University's delegations policy, provide assurance on its effectiveness and maintain its ongoing relevance.
- Develop and implement appropriate training programs including relevant communication, guidelines, presentations, facilitated workshops and awareness sessions to enhance the University’s governance capabilities and culture.
- Compile and provide relevant, reliable and insightful reports to senior management and the University Senate highlighting the effectiveness of the University’s governance framework and arrangements, key governance issues and risks and the University’s plans and proposals to manage those risks.
- Work collaboratively with Enterprise Risk, Internal Audit, Enterprise Compliance, Integrity and Investigations Unit and other similar functions and teams across the University to further strengthen the ‘Three Lines of Defence’ towards more effective and efficient monitoring, reviews, reporting and assurance on risk and controls.
- When invited, attend and provide support, guidance and positive contribution on governance matters to management or Senate committees including (but not limited to) the Vice-Chancellor’s Risk and Compliance Committee and the Senate Risk Committee.
- Perform other governance-related functions and assignments as instructed by the Director Governance and Risk or the Chief Operating Officer.

Other

- Comply with the University's Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities
- Reporting Relationships The position reports to the Director Governance and Risk.

SELECTION CRITERIA

Qualifications, Skills and Experience Essential

- Postgraduate qualifications in a relevant discipline or an equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualifications.
- Comprehensive knowledge of contemporary governance frameworks and practices, particularly in the context of large organisations.
- Comprehensive knowledge of system of internal controls in the context of large organisations.
• At least seven years’ experience in a governance or assurance role in a large and complex organisational environment including at least three years’ experience in a senior management role.

• Well-developed conceptualisation, discovery, analytical, evaluation and problem solving skills.

• Highly developed oral and written communication skills including the ability to influence, negotiate and resolve substantial and sensitive issues with management and the governing body.

• Demonstrated ability to work collaboratively across the organisation and build partnerships in order to facilitate change.

• Demonstrated capacity to act independently, objectively and with integrity.

**Desirable**

• Eligibility for membership of relevant professional association/s.

• Experience working in a risk management or compliance role.

• Experience in developing and implementing governance and management policies.

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The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.

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V5. October 2016