Position Description

Title: Governance and Administration Officer  HEW Level: 6

Faculty/Office: Office of the Vice-Chancellor  Position Number:

Department/Team: Office of the Vice-Chancellor  Date: February 2019

Position Purpose: To provide administrative support and secretariat services to University Council and its subcommittee, to University committees, the Director and Chief of Staff and the Office of the Vice-Chancellor.

ORGANISATIONAL CONTEXT

The Vice-Chancellor is the chief executive of the University, with overall responsibility for its academic, research, administrative, financial and development strategies. The Vice-Chancellor is tasked with promoting the interests and furthering the development of the University.

The Office of the Vice-Chancellor (OVC) provides the Vice-Chancellor with a wide range of executive and administrative support to enable effective and efficient leadership of the University. Activities in the Office include all aspects of administration of a complex busy executive environment, as well as project management, policy development, liaison with the Executive Group, liaison with peak bodies and government agencies, public relations and communications support.

The Office is responsible for providing the Vice-Chancellor with the information, data and support required to make critical business decisions, decide on policy, manage relationships with key stakeholders (internal and external) and develop strategy.

ORGANISATION CHART

Vice Chancellor

Director and Chief of Staff

Executive Group

Executive Officer

Communications Officer

Executive Assistant to the Vice-Chancellor

Director, Government Relations

Governance and Administration Officer

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**KEY ACCOUNTABILITIES**

- Provide administrative support for Council meetings, scheduling and organising meetings, preparing and issuing papers.
- Act as administrative point of contact for assistance to members of University Council, including liaison on scheduling, catering, travel arrangements and attendance at special events.
- Prepare the University Committee Schedule.
- Provide general administrative support to the OVC and specifically to the Director and Chief of Staff, including diary management, contributing to drafting and layout of complex and confidential reports and briefing papers.
- Provide support to the Vice-Chancellor’s Executive Assistant as required, particularly in relation to the management of the Vice-Chancellor’s diary, travel and meeting preparation.
- Gather and consolidate data and information on a range of programs, projects and issues to inform OVC decision-making.
- Respond to, refer, or appropriately escalate, queries about the Office of the Vice-Chancellor and its activities.
- Contribute to the development, implementation and/or improvement of administrative systems, processes and procedures, as required.
- Build effective relationships by identifying and meeting internal and external customer needs.
- Manage purchase orders for the OVC.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

| Reports to: | Director and Chief of Staff |
| Positions Reporting to: | Direct: nil |
| Key Direct Clients: | Executive |
| | Macquarie University Council members |
| | Secretary to Council |
| | Particular staff members in other offices or departments |
| | Other staff members in own office or department |
| Other Key Relationships: | Other staff members in own office or department |
| | Other Executive Assistants |
| Budget Accountability: | N/A |
| Role-specific Conditions: | Out of hours work |
| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressures.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Change Focus:</strong> Adapting to new situations and dealing with change.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Service Focus:</strong> Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
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**REQUIRED KNOWLEDGE**  
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Computer skills including Microsoft Office and internet.
- Diary management

**ACQUIRED KNOWLEDGE**  
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Office of the Vice-Chancellor functions and structure.
- Knowledge of the Office of the Vice-Chancellor policies, systems, processes and procedures.
- Understanding of how University policies, systems, processes and procedures are applied at the faculty/office level.
- Understanding of what other areas of the University do and how they interact with the faculty/office.
- Understanding of the role of University Council and its Committees.

**KEY EXPERIENCES**  
Practical experiences and exposure to specific environments or activities related to successful performance.

- Experience providing secretarial and administrative support to boards and councils.
- Working in a complex, fast paced and professional administrative environment.
- Diary management.
- Preparing papers and correspondence.
- Document design layout and presentation.
- Providing high-level service to stakeholders.