

<b>Position Title</b>	Senate Secretary
<b>Classification</b>	Level 10 Grade 2
<b>School/Division</b>	University Secretariat
<b>Centre/Section</b>	Deputy Vice-Chancellor, Operations
<b>Supervisor Title</b>	University Secretary
<b>Supervisor Position Number</b>	311392
<b>Position Number</b>	323054

### **Our Vision**

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The University of Western Australia (UWA) is a world-leading institution dedicated to shaping the future through excellence in education, groundbreaking research, and impactful community engagement. As a member of the Group of Eight (Go8) universities, UWA is committed to driving innovation, fostering diversity, and cultivating a vibrant, inclusive culture. Our vision is to empower our people to create lasting change, solve global challenges, and inspire future generations.

### **Our Values**

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At UWA, we are driven to reach the highest standards of achievement and excellence by constantly pushing boundaries to deliver the most impactful outcomes. We stand firm to honesty, ethics and respect, valuing one another, our partners and our communities while embracing diversity and cultivating a strong culture of integrity. Driven by a spirit of continuous improvement and innovation, we are bold and creative in our approach, adapting to meet the needs of tomorrow. Together, we leverage our shared knowledge, intelligence and collaboration to accomplish more than any individual could alone. We are deeply committed to ensuring equal opportunities for everyone at UWA, enhancing their experiences and achieving the best possible outcomes for all.

### **Your Work Area**

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The University Secretariat, part of the Office of the Deputy Vice-Chancellor (Operations), is responsible for the oversight, coordination, and operation of formal corporate and academic governance structures. It facilitates the University's corporate and academic decision-making processes by providing confidential, reliable, and comprehensive secretariat, advisory, and consultative services to the University's governing body, the Senate and its standing committees, the Chancellor, University Executive, Chair of the Academic Board, and university employees on university legislation, governance, policies, and procedures.

### **Reporting Structure**

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**Reports to:** University Secretary

## **Your Role**

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The Senate Secretary reports to and works directly in consultation with the University Secretary to provide high-level strategic corporate governance and policy advice and assistance, and support the University Secretary on a range of university governance matters. The Senate Secretary will be directly responsible for the management of Senate governance, including the provision of high-level executive officer support to the Senate and Senate Committees.

## **Your Key Responsibilities**

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Provide high-level strategic advice in relation to governance of the University of Western Australia Act 1911 and related legislation, University statutes and regulations and policy.

Lead and manage practices, processes and systems relevant to Senate governance structures, excluding Academic Board and associated committees.

Serve as Executive Officer to relevant Senate committees, as directed by the University Secretary.

Manage adherence to governance practices and standards.

Manage the quality and integration of executive governance structures.

Manage the overall business and functioning of the Senate governance system.

Provide high-level strategic advice to the Senate, Senate Committees and other University committees as directed.

Act for the University Secretary as required from time to time.

Assist and support the University Secretary on governance and management of the University Secretariat.

Other duties as specified by the University Secretary.

## **Your Specific Work Capabilities (Selection Criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency.

Highly developed research and analytical skills.

Extensive experience in the provision of strategic policy and high-level corporate advice affecting the direction of a university or comparative institution.

Extensive experience in the tertiary education sector, including the legislative and regulatory framework.

Extensive experience in providing trusted advice and handling confidential and sensitive issues diplomatically.

Extensive management experience with the demonstrated ability to strategically lead teams and projects and work constructively across the academic and professional domains.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Ability to respond effectively to changing priorities and complex governance environments.

Excellent written, verbal, interpersonal, and negotiation communication skills.

Proficiency in a range of computing skills including Microsoft Copilot, Diligent Boards, word processing, spreadsheets, databases, internet and email.

Extensive knowledge and understanding of university structure, processes and policies.

Extensive knowledge and understanding of corporate governance and company secretarial practice.

## **Special Requirements (selection criteria)**

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Current National Police Clearance Certificate.



## **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).