Position Description

<table>
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<tr>
<th>College/Division:</th>
<th>Office of the Vice-Chancellor</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>Corporate Governance and Risk Office</td>
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<td>Department/Unit:</td>
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<tr>
<td>Position Title:</td>
<td>Deputy Director, Corporate Governance and Risk</td>
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<td>Classification:</td>
<td>Senior Manager SM3</td>
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<td>Position No:</td>
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<td>Responsible to:</td>
<td>Director, Corporate Governance and Risk Office</td>
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<tr>
<td>Number of positions that report to this role:</td>
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<td>Delegation(s) Assigned:</td>
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**PURPOSE STATEMENT:**
The Corporate Governance and Risk Office (CGRO) is the secretariat to the ANU Council, its committees and the Academic Board and its sub-committees. It provides procedural advice and administrative support to the Chancellor (the Chair) and all members to ensure that the essential governance of the University is effective.

In support of this work, CGRO is also the central point of co-ordination and advice to the Vice-Chancellor, senior executives and their portfolio areas about the University's management of principal governance frameworks involving policy, delegations, and risk (including Internal Audit).

The Deputy Director supports the Director in planning and discharging CGRO responsibilities, and plays a key role in upholding the highest standards of governance advice and service. The position is 'hands-on' and is closely involved with procedural matters concerning Council and Committee meetings, policy, legislation and/or risk related tasks.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
The Deputy Director is actively involved in the secretariat function performed by CGRO, a task involving the preparation and delivery of many high-level governance meetings each year.

The Deputy Director actively supports the Director, mentors and supports staff, and often leads negotiations concerning operational or advisory matters for which CGRO is responsible. This may include; leading the delivery of short and medium-term policy based projects, developing auditing plans, reviewing the risk framework, serving as secretary to a committee at short notice, or responding to Public Interest Disclosure matters.

These tasks require high levels of interpersonal skill, tact and judgement, and a collegiate approach to working with a wide range of staff at the University, including many in senior positions.

**Role Statement:**
Under broad direction of the Director, CGRO the position will:

- Provide high-level procedural and governance advice to the Director CGRO, the University Executive, College Deans and Service Division Directors.
- Provide high level secretariat and corporate governance services to Council and its Committees (for example, the Audit and Risk Management Committee), and also advise internal management committees as required.
• Lead negotiations and collaborate with key stakeholders such as Service Division Directors and College General Managers to facilitate specific tasks concerning - for example - the management of internal audits, managing the Conflict/Disclosure of Interest framework, or risk management reviews.
• Lead in manner that instils a positive culture for the Division.
• Deputise for the Director, CGRO as required.
• Perform other duties as requested, consistent with the classification level of the position.
• Comply with ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Proven expertise in the management of corporate governance at a senior level. Tertiary qualifications and demonstrated experience in high level governance matters, parliamentary procedure, a legal and/or regulatory environment will be highly regarded.
2. Demonstrated high level of achievement at a senior level in a complex organisation, across a range of corporate governance and/or risk management functions, including the interpretation and application of policy and legislation.
3. Ability to demonstrate sophisticated analytical and judgement skills, high level negotiation and networking skills and the ability to resolve difficult situations.
4. High level comprehension and written skills.
5. Well-developed Information Technology skills (Desirable).
6. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References:

Professional Staff Classification Descriptors