POSITION DESCRIPTION

Senior Manager, Governance

Position Summary
The Senior Manager, Governance leads the Secretariat team to deliver professional governance services to the principal governance and management committees of the University. The role provides strategic advice on governance and advice on committee protocols to the Council, Academic Board, Management Board, and their respective committees, chairs and senior officers of the University. The role leads the provision of electoral services and manages the development and review of University governance instruments.

The position will have significant working relationships with the Chancellor, the Vice-Chancellor, the Senior Leadership Team and their senior staff, chairs and members of committees and the wider University community.

The Senior Manager, Governance reports to the Director of Governance & University Secretary and has 6 direct reports.

Accountabilities
Specific accountabilities for this role include:

- Lead the provision of Secretariat services to Council, Academic Board, Management Board, University Committees, Faculty Boards and their respective committees.

- Ensure that the Secretariat maintains and improves the servicing of all governing bodies and their committees, manages effective communication, minutes and record keeping, and provides effective support to the chairs in relation to committee business.

- Provide authoritative and informed advice on governance matters (including committee protocols, delegations, elections and policies) to key stakeholders including the Chancellor, Vice-Chancellor, President of the Academic Board, Deans, committee chairs and members.
• Proactively identify governance, elections and delegations issues and continuous improvement initiatives and develop strategies to address gaps, mitigate risks and implement solutions.

• Manage key projects requiring the coordination of staff, resources and budget including the maintenance and periodic review of committee management technology, online elections and delegations.

• Oversee the delivery of the Governance Team’s annual goals, particularly those pertaining to the Secretariat’s operations.

• Develop, manage and review University governance instruments including the University of New South Wales Rules, elections procedures and delegations of authority, and

• Provide governance feedback on academic and research policies.

• Build a successful, high performing team ensuring a respectful working environment which supports the development of staff.

• Oversee the conduct of elections for Council, Academic Board, Faculty Boards and other committees as required in accordance with legislation and the University of New South Wales Rules.

• Deputise for the Director of Governance and University Secretary as required.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviour and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

• A degree in a relevant area with substantial relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

• Extensive experience in a governance environment including providing direct committee support and leading a secretariat team.

• Substantial knowledge and skills in governance and decision-making processes within the higher education sector, including the ability to interpret and apply legislative and policy requirements.

• Demonstrated experience in leadership and effective staff management including the ability to exercise sound judgement, prioritise and solve problems in a high work volume environment with competing priorities.

• Demonstrated high level interpersonal, oral and written communication skills, including experience in negotiating with senior stakeholders to achieve effective outcomes.

• Advanced project management skills with the ability to coordinate a complex range of work and to develop and work within budget, determine priorities and adjust them according to the requirements of the situation.

• A proven record of innovation including through the implementation and use of technology systems and experience in using a range of software applications.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.