

Governance and Analytics Officer

Faculty of Business, Justice and Behavioural Sciences

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	Travel is a necessary component of this role
Nature of Employment	Fixed term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	June 2019

Our University Values



Our Core Competencies

Charles Sturt University staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Faculty of Business, Justice and Behavioural Sciences – Organisational Environment

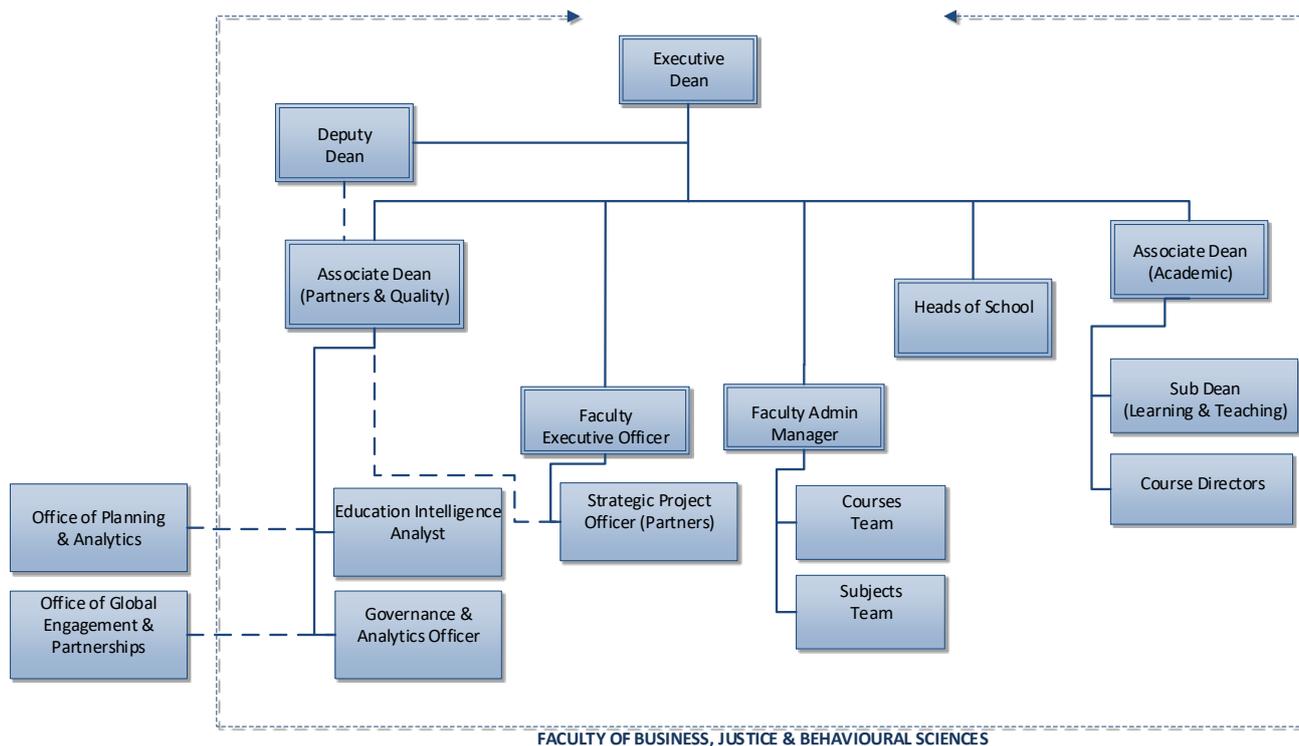
The Faculty of Business, Justice and Behavioural Sciences covers a diverse range of disciplines and is comprised of 6 Schools, 1 Centre and CSU Engineering – the School of Management and Marketing, School of Accounting and Finance, School of Computing and Mathematics, School of Policing Studies, Australian Graduate School of Policing and Security, School of Psychology, Centre for Customs and Excise Studies and CSU Engineering.

Faculty staff are leaders in their fields of teaching and research and combine significant professional experience with academic expertise. Our Schools and Centre continue to grow through close collaboration and consultation with private industry, regulators, professional bodies, community engagement, partnerships and global networks.

Study Group Australia (SGA) has a third party partnership with Charles Sturt University to deliver face-to-face award courses at three delivery sites, known as Charles Sturt University Study Centres in Brisbane, Sydney and Melbourne. Study Group Australia are responsible for the Charles Sturt University Study Centres, undertaking the marketing, advertising and promotion of CSU Study Centres and Approved Courses. They are involved in the recruitment of Students for admission to Approved Courses at Charles Sturt University Study Centres; the delivery and teaching of Approved Courses the administration including the provision of academic and administrative Staff, provision of necessary equipment and materials and all other administrative services. Staff of Charles Sturt University Study Centres work co-operatively with Charles Sturt University in assuring the quality of academic and administrative service delivery in accordance with the Higher Education Standards.

For more information on the Faculty of Business, Justice and Behavioural Sciences go to: [Faculty Home - Faculty of Business, Justice and Behavioural Sciences](#)

Organisational Chart



Reporting Relationships

This position reports to: Associate Dean (Partners and Quality)

This position supervises: Nil

Key Working Relationships

- Faculty of Business, Justice and Behavioural Sciences
 - Education Intelligence Analyst
 - Executive Dean
 - Deputy Dean
 - Associate Dean, Academic
 - Heads of Schools:
 - Accounting and Finance
 - Computing and Mathematics
 - Management and Marketing
 - Sub-Dean (Learning and Teaching)
 - Faculty Administration Manager (including the Courses and Subjects Teams)
 - Faculty Executive Officer
 - Strategic Projects Officer (Partners)
- Partner Manager, Office of Global Engagement and Partnerships
- Charles Sturt University Study Centres (Brisbane, Melbourne, Sydney)
 - Academic Directors, Study Centre
 - Campus Directors, Study Centre
- Division of Student Administration
- Office of Planning and Analytics

Position Overview

The Governance and Analytics Officer is a Charles Sturt University position, co-located in Study Group Australia's Charles Sturt University Study Centre office in Brisbane. The position will report to the Associate Dean (Partners and Quality) within the Faculty and will work closely with the Education Intelligence Analyst and the relevant Heads of Schools to manage the associated committees of the partnership and to support the reporting of quality and academic integrity of the courses and subjects offered by the Schools at the Study Centres.

The position will be responsible for supporting the Faculty and Charles Sturt University Study Centre academic management committees regarding governance practices, policies and regulations and how they relate to the University. Governance support will include identifying appropriate data required for compliance, regulatory reporting and planning, establishing processes for its collection and management, undertaking the appropriate analyses, preparing reports for external (TEQSA and Accrediting bodies) and internal (University, Faculty and Study Group) audiences, communicating the data in meaningful ways, and identify areas for continuous improvement.

The position will also provide expert advice on legislation and policy, monitoring and implementation of regulatory/procedural changes for the advice of the committee and the University more generally.

The position will work closely with the Office of Global Engagement and Partnerships, to ensure that all relevant committee actions and outcomes are documented in line with Charles Sturt University governance reporting and are recorded within the University and Charles Sturt University Study Centre's and up to date in relevant documentation (i.e. Partnership and Operation Manuals).

Principal Responsibilities

1. Provide high-level administrative and governance support to the Faculty and Charles Sturt University Study Centre's for governance and compliance committees.
 - Provide expert support to the Chair's and committee's on governance, legal, statutory and policy requirements (as published in the Charles Sturt University Policy Library). This will include consultation with senior staff within the Faculty and Charles Sturt University Study Centre's where required and appropriate.
 - Identify and report to the Associate Dean (Partners and Quality), governance and statutory issues relevant to each committee, based on its terms of reference, policies, current issues and the University's committee and management hierarchy. Working in consultation with the Associate Dean (Partners and Quality) produce reports for the University in a timely manner.
 - Working with the Associate Dean (Partners and Quality) and the Education Intelligence Analyst, interpret and understand qualitative and quantitative data that is critical to the University and the Charles Sturt University Study Centre's reporting against the Higher Education Standards Framework (HESF). Assist in making recommendations to ensure that Faculty objectives are met and are compliant with existing policy and/or regulations.
 - Interpret, analyse and clearly articulate the decisions of the Committee's under discussion and in consultation with the Associate Dean (Partners and Quality) narrate these into minutes to guide the decisions of the Committee to meet statutory, reporting, policy and management requirements.
2. Provide expert advice in relation to committee and meeting procedures in line with Charles Sturt University Academic Governance policies.
3. In consultation with the Associate Dean (Partners and Quality), coordinate and maintain Faculty databases to facilitate areas of operation and the development and production of policy, manuals and registers to support the activities of the various University committees and good governance of the Faculty and partnership with Charles Sturt University Study Centre's.
4. Working with the Education Intelligence Analyst, review systems and processes, having regard to the various needs of users and make recommendations for continuous improvements.
5. Develop and maintain a high level of competency in the use of administrative tools, including software such as Adobe Acrobat Professional and Microsoft Office.
6. Represent the Faculty working parties/projects, providing guidance and feedback on policy and processes, where requested by the Associate Dean (Partners and Quality).
7. Other duties appropriate to the classification as required.

Capabilities

- Excellent analytical and critical thinking skills, with the ability to interpret complex data analytics.
- Outstanding communication skills and the ability to analyse complex academic matters, such as committee outcomes, regulatory reports, data and devise processes to enact and communicate these complex matters.
- The ability to work with significant autonomy to plan activities, manage workload and work independently to meet established directions/priorities.
- Outstanding interpersonal skills. The position will work with a variety of staff, from across the University and Charles Sturt University Study Centres.
- The ability to innovate. Many tasks the position will undertake will be complex and require innovative solutions.
- Outstanding time management skills. The position will undertake a variety of tasks with sometimes overlapping deadlines, and will need to be able to prioritise to ensure all work is completed.
- The ability to negotiate and troubleshoot. The Governance and Analytics Officer needs to be able to manage the workflow of a diverse range of people, to meet set deadlines, and to ensure compliance with policies and legislation.
- A very well developed attention to detail with a passion about having work completed accurately.
- Strong technical literacy (including proficiency in Microsoft Office and Adobe Acrobat Professional) and ability to adapt to changing environments.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the location of Charles Sturt University Study Centre, Brisbane such as other Charles Sturt University campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree in a relevant field, with at least 2 years' relevant experience or an equivalent level of knowledge gained through any combination of education, training and/or experience.
- B. Excellent analytical, prioritisation and organisational skills, the ability to identify innovative solutions and opportunities in complex areas whilst working in high pressure environments.
- C. Excellent communication skills, including demonstrated ability to write and prepare appropriate documentation, present reports and effectively communicate with a diverse range of stakeholders.
- D. Ability to work as an effective team member, and maintain effective professional relationships with a variety of internal and external stakeholders

Desirable

- E. Experience in the higher education sector, particularly in relation to committees and academic governance.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)