Charles Sturt University

POSITION DESCRIPTION

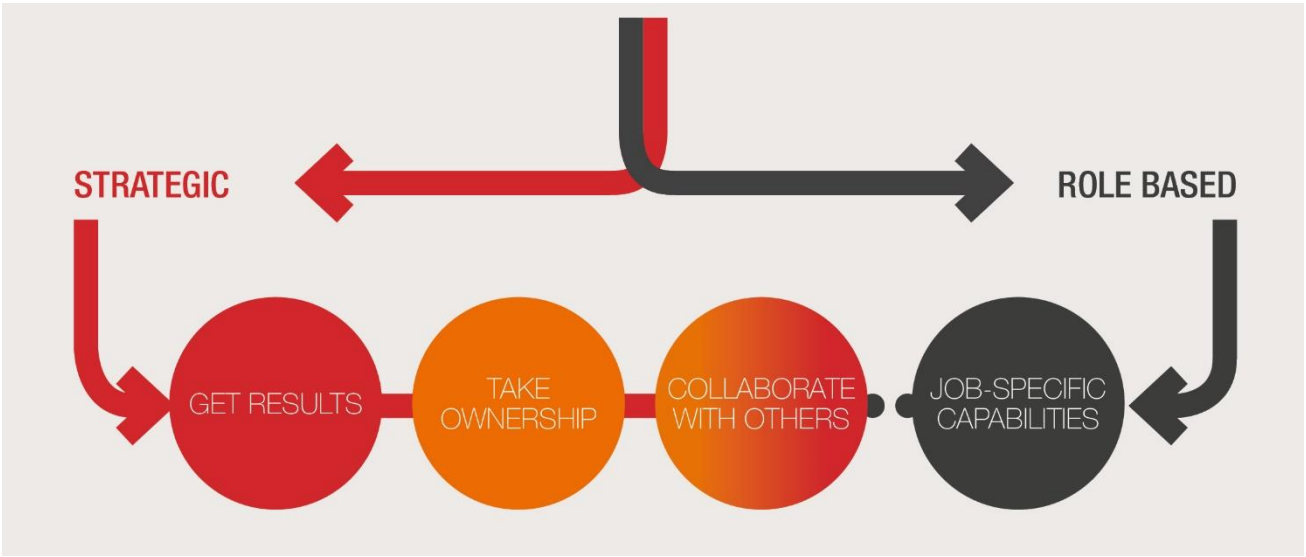
Director, Governance

Office of Governance and Corporate Affairs

Campus	Bathurst
Classification	Senior Manager Level 5
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Special Conditions	Nil
Nature of Employment	Fixed Term – 3 Years
Date Last Reviewed	June 2019

Our University Values

Our Capability Framework



Office of Governance and Corporate Affairs

The Office of Governance and Corporate Affairs (OGCA) leads the coordination and management of the governance of the University and provides executive support to senior committees of the University, including University Council (and its committees), Academic Senate (and its committees), Faculty Boards, and expert compliance committees that the University is required to convene in accordance with national guidelines and legislation.

The Office of Governance and Corporate Affairs is also responsible for providing strategic and operational advice to the Vice-Chancellor, senior executives and staff of the University in relation to University governance, audit and risk management, investigations, appeals and complaints processes, legislative compliance, legal requirements, and policy and records management.

OGCA supports the University in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it supports.

Administrative support, governance and related advisory services relating to the corporate organisation of the University, such as graduations, elections, University Rules and delegations are also provided by OGCA.

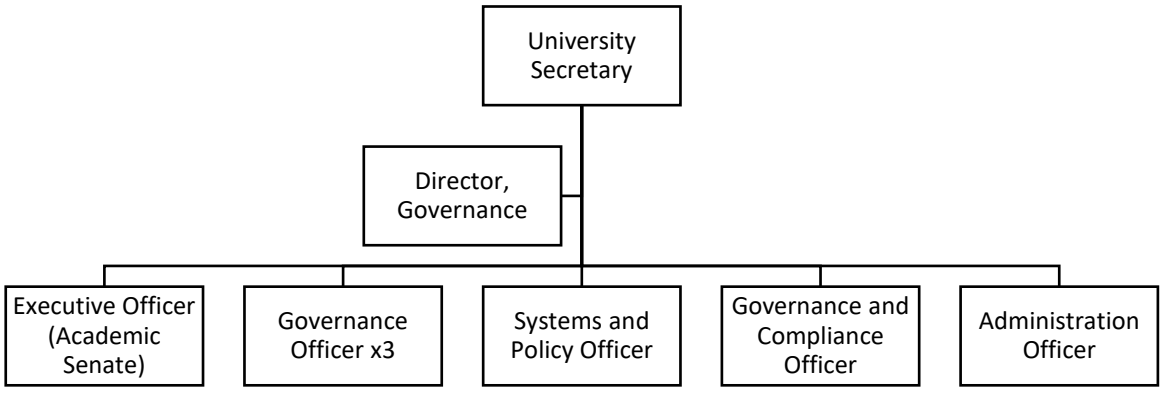
The Office has strategic oversight and/or management of the following functions:

- Governance (corporate, academic and information)
- Audit and risk management;
- Investigations, appeals and complaints;
- Legislative compliance;
- Legal services;
- Policy management; and
- Records management.

The Office has four complementary functions:

- Risk Management, Quality and Compliance;
- Complaints Management;
- Governance Services;
- Policy, Information and Records Management; and
- Legal Services.

Organisational Chart



Reporting Relationships

This position reports to: University Secretary

This position supervises: Executive Officer (Academic Senate)
Governance Officer x 3
Systems and Policy Officer
Governance and Compliance Officer
Administration Officer

Key Working Relationships

- University Council
- University Council Committees
- Academic Senate
- Academic Senate Committees
- Executive Deans
- Faculties
- Vice-Chancellor's Leadership Team

Position Overview

The Director, Governance has responsibility for managing the business and operations of the Governance Services unit within the Office of Governance and Corporate Affairs, including, in coordination with the University Secretary, the responsibilities of the University Council and its Committees, Academic Senate and its Committees, compliance committees of the University and other University management and academic committees. The position is responsible for providing high-level advice on governance matters to the University Secretary, and manages tasks delegated by the University Council, and Academic Senate relating to all reporting responsibilities (internal and external), University rules, policies and procedures.

The Director, Governance has particular responsibility for the University's coordination and management of reporting against the Higher Education Standards Framework as a key driver of academic quality. This includes the provision of advice to the University community on reporting requirements. The position is also required to effectively manage all governance policies and procedures, which apply across all staff, students, Faculties and Divisions. This includes researching and developing new policy, with reference to the university sector and to administrative law rules and precedent, provision of authoritative strategic advice to staff, students and sections of the University, and management of many of the processes that flow from policy.

The provision of advice on academic governance structures, responsibilities and accountabilities also forms a key responsibility of this position.

Principal Responsibilities

The Director, Governance is responsible and accountable for:

- Working with the University Secretary to establish and implement best governance practices in line with regulatory legislation, standards and frameworks.

- The provision of high-level governance advice, and support (particularly academic governance) to the University Secretary.

- Providing expert knowledge on, and skills in, managing the responsibilities and operations of Academic Senate, and in coordination with the University Secretary, the University Council.

- Ensuring the provision of high-level, quality advice and governance support to the Council and Academic Senate and their committees and support the smooth operation of meetings:

    - Assist in providing members with appropriate induction and professional development activities and ensure they have the information necessary to fulfil their duties.

- Develop and maintain work plans for all committees of Council and Academic Senate that reflect legislative and regulatory compliance requirements in ensuring academic quality.
- Maintain a register of conflicts of interests of members and advise the University Secretary of any real or potential conflict of interests arising for members.
- Maintain a Register of Pecuniary Interests and other registers such as the Reportable gifts register.
- Act as the main point of contact for members of Academic Senate.
- Prepare high-quality reports for Council, Academic Senate and their Committees.
- Work with the University Secretary to maintain strong and productive relationships between Council and Academic Senate.
- Maintain and manage all actions arising from meetings of Council and Academic Senate and their Committees.
- Oversee the quality of the secretariat and governance support provided by the Governance Services Unit.
- Manage continuous improvement processes to maintain currency, meet regulatory responsibilities, and establish best practice.

- Developing and managing governance and academic policy across the University as well as providing authoritative advice on academic policy within the University and externally as required;

- Implementing recommendations from external reviews of University governance (both corporate and academic), and providing leadership to the governance services unit in implementing recommendations;

- Undertaking strategic and operational reviews of the Governance Services Unit, leading and managing the section and making recommendations as required to the University Secretary including completion of operational planning, business continuity and risk management plans;

- Effectively managing the Unit's resources, including the provision of high-level budget advice.

- Developing and managing the University's course accreditation policies and procedures, including compliance with statutory requirements;

- Providing authoritative rules on meeting procedures for all Boards and committees under the responsibility of the Office of Governance and Corporate Affairs and managing the organisation of these meetings;

- Managing the production of the University Handbook and providing authoritative advice and input to other reporting requirements of the University, i.e. Annual Report;

- Acting as the returning officer for the conduct of all elections for academic committees, including the Academic Senate, and the appointment/nomination of members to these committees;

- Undertaking other duties appropriate to the classification, as assigned by the University Secretary.

Job Specific Capabilities

Applying expertise and technology: *Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines*
Leading and supervising: *Setting directions and standards, delegating, motivating, empowering, developing others, recruiting talent*
Presenting and Communicating Information: *Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility*
Writing and Reporting*: Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information*
Analysing: *Analysing information, probing for clarity, producing solutions, making judgements, thinking systemically*
Formulating Strategies and Concepts: *Working strategically, setting strategies, visioning, thinking broadly about the organisation*
Planning and Organising: *Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress*
Achieving Personal Work Goals and Objectives: *Accepting and tackling demanding goals, working hard, making the most of development opportunities, seeks progression*

Strategic Capabilities

Innovative: *With creativity at our core, be open to new ideas and seek to find better ways*
Take Action: *Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)*
Adapt to Change: *Explore the reasons for change and be willing to accept new ideas and initiatives*
Network: *Bring people together and build relationships that deliver desired benefits and outcomes*
Influence: *Create compelling arguments to persuade others and promote ideas that add strategic value*

Physical Capabilities

The incumbent will be required to:

- Work at a computer-based workstation and operate other typical office equipment.
- May be required to take minutes of lengthy meetings.
- On occasion drive a University vehicle distances up to 500kms per day within the terms of the University's Driver Safety Guidelines.

Selection Criteria

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

Essential

A. A higher degree in business, law or public policy or equivalent knowledge and expertise such as professional accreditation, with significant experience in a relevant setting.

B. Proven ability to communicate effectively and maintain professional relationships with a variety of internal and external stakeholders.

C. Expert knowledge and understanding of higher education policy and the Australian Higher Education environment, including AQF, TEQSA and Higher Education Standards Framework, governance protocols and cross-sectoral policy and issues.

D. Demonstrated ability to research, review and analyse data, identify solutions and opportunities in complex areas, formulate options and recommendations, write and present reports and high level policy and procedures at the corporate level and to develop systems of accountability for University policies and procedures.

E. Demonstrated experience in the strategic and operational management of staff and resources to meet the objectives of the Office and the University.

F. Demonstrated ability to exercise initiative, to work independently and consistently under pressure, and to meet strict deadlines by prioritising workload and handling multiple tasks.

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