



## Manager- Executive Services

<b>Department/Unit</b>	Executive Services
<b>Faculty/Division</b>	Vice-Chancellor and President
<b>Classification</b>	HEW Level 8
<b>Work location</b>	Clayton Campus
<b>Date document created or updated</b>	January 2018

### Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The Portfolio of the Vice Chancellor and President is responsible for: high level of coordination for, and management and advice to, the Vice Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, university-level governance, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

### Position purpose

This position is a senior management position within Executive Services. Executive Services provide high-level executive support to a range of bodies including Council, Academic Board and a range of key university committees, including committees of Academic Board.

This position delivers Secretariat services to Monash University's Academic Board and to the university's controlled entities; and leads the provision of advice and executive support to the President of Academic Board, Chairs of controlled entities and related key university committees including the management of elections.

Working closely and collaboratively with the Office of the General Counsel in relation to legal affairs and with other key stakeholders, the Manager, Executive Services is responsible for ensuring Monash's controlled entities meet their governance requirements through management of processes, policies and procedures relating to meetings of the Board, membership of Boards and compliance with ASIC and ACNC requirements.

**Reporting Line:** The position reports to the Director Executive Services

**Supervisory Responsibilities:** This position provides direct supervision to 2 staff and oversees a team of approximately 2 staff

**Financial delegation and/or budget responsibilities:** Not applicable

## **Key responsibilities**

1. Contribute to strategic planning and the achievement of goals relevant to the functional area
2. Manage and co-ordinate the operation of complex Secretariat services, including preparation of agenda and minutes, advice on planning the annual cycle of business, dissemination of decisions and provision of feedback to originators of agenda items and advice on application of relevant policies/procedures to the business of the Academic Board
3. Manage and develop a highly-trained, motivated and efficient team with a strong customer focus
4. Manage and co-ordinate a work environment of continuous review and improvement across all of Executive Services' administrative processes and business operations, actively shaping and reviewing procedures to ensure compliance with university and statutory obligations, as well as facilitating on-going efficiency and effectiveness in service delivery
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting, ensuring each company's regulatory and compliance obligations are fulfilled (including the University's controlled entities but excluding Monash College) and all obligations under the Monash University Act 2009, Corporations Act 2001 and other relevant legislation are met
6. Manage and co-ordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area
7. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements
8. Develop and maintain strong partnerships with other relevant business units, functional areas and an extensive network of stakeholders and use these to facilitate effective communication, gain commitment and solicit feedback on matters under the purview of Academic Board or the controlled entities.
9. Oversight and co-ordination of elections cycles for both Council and Academic Board and student exclusion process and academic misconduct processes.

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive experience in a Secretariat environment including knowledge of the Corporations Act 2001; or an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Excellent operational management and customer service skills with proven ability to provide authoritative technical and policy advice
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Demonstrated management experience in a matrix, or large and complex management structure including detailed understanding and knowledge of the university sector, structure and culture
5. Staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service
6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems
7. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels
8. Demonstrated knowledge of current governance issues, the university governance framework and current, relevant legislation.
9. Highly developed judgement and decision making about complex matters bound by the principles of good governance.

## **Other job related information**

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.