

POSITION DESCRIPTION

Position Title	National Manager, Governance		
Organisational Unit	Directorate of Governance		
Functional Unit	Governance		
Nominated Supervisor	Director of Governance		
Higher Education Worker (HEW) Level	HEW Level 9	Campus/Location	Mackillop Campus, North Sydney
CDF Achievement Level	2 Management (Middle)	Work Area Position Code	13121
Employment Type	Full-time, Fixed term (12 months)	Date reviewed	November 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE CORPORATE SERVICES PORTFOLIO

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University.

The priorities of Corporate Services are to:

- Lead with **respect, integrity and courage**
- Strive for **excellence** through a culture of continuous improvement
- Deliver **quality services** to students, staff and stakeholders
- Work **collaboratively** to achieve the best outcomes for ACU
- Act responsibly and sustainably in the stewardship of **resources**.

The Corporate Services Portfolio is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, and Student Administration.

ABOUT THE DIRECTORATE OF GOVERNANCE

Australian Catholic University Limited is a university publicly funded by the Australian Government and which operates as a company limited by guarantee. The company was established under the repealed Companies (Victoria) Code and its activities are now regulated by the Corporations Act 2001 (Cth) and the Australian Charities and Not-for-Profits Commission (ACNC). These characteristics make ACU largely unique in the higher education sector in that it operates across local, state and federal law and in the context of Canon law from time to time.

The Directorate of Governance was established in July 2013 and plays an important operational role within the University under the Corporate Services portfolio. It was formed to oversee the governance activities and responsibilities of Australian Catholic University Limited and to ensure accountability, fairness and transparency in ACU's interaction with its internal and external stakeholders. It brings together the University's governance and secretariat functions into a single, discrete unit.

In an increasingly complex regulatory environment, the Directorate of Governance is required to meet the challenges facing the tertiary education, corporate and not-for profit sectors including allocating appropriate resources to meet those challenges. This requires a robust approach to corporate governance arrangements.

The Directorate of Governance is accountable to the Chief Operating Officer and Secretary in relation to the following:

- Ensuring the governance processes of the University are effective and implemented according to all external regulatory requirements;
- Providing impartial secretariat support to the Statutory Committees of the University;
- Maintaining and managing the corporate records of the University;
- Promulgating the University's governing documents (Constitution and Statutes);
- Maintaining the University's Records Management Framework, including the Electronic Document and Records Management System (EDRMS) and providing University wide support for its implementation and ongoing operation;
- Responsibility for overseeing the policy development and review framework;
- Assisting with the management of the University's Privacy obligations and Protected Disclosures regime;
- Administering the conduct of elections to Senate and Academic Board;
- Updating and maintaining the governance web pages;
- Managing projects on behalf of for the Chief Operating Officer including the coordination of working groups and appeals committees; and
- Recommending and implementing improvements and or changes for the successful delivery of Secretariat services.

POSITION PURPOSE

Manage the governance activities and processes of the University, to ensure the University meets its corporate and statutory obligations.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Manage the day-to-day planning and operations of the Directorate of Governance using innovation, initiative and sound judgment and provide effective leadership and supervision of staff to ensure a high standard of service delivery	<ul style="list-style-type: none">• Be Responsible and Accountable for Achieving Excellence• Make Informed Decisions• Coach and Develop• Apply Commercial Acumen	✓			

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Oversee the operations of the University's governance committees, structures and processes (including committee membership/elections, meeting schedules and compliance reporting to the Australian Securities and Investments Commission (ASIC) and the Australian Charities and Not-for-profits Commission (ACNC)) to ensure the University's ongoing compliance with internal and external statutory, corporate and legal requirements	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 				✓
Cultivate professional relationships with governance committee members and provide high-level advice to support the decision-making processes of the University's governance committees and to maintain a high level of service to key internal and external stakeholders of the University	<ul style="list-style-type: none"> • Communicate with Impact • Deliver Stakeholder Centric Service • Make Informed Decisions • Collaborate Effectively 				✓
Establish, implement and maintain standard operating procedures and other systems (e.g., Resolutions Database, Statute Amendment Protocol, electronic meeting software) to ensure the University's governing processes, documents and decisions are accurately supported, recorded and implemented	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Coach and Develop • Collaborate Effectively 	✓			✓
Oversee the Governance web pages on the University's website to ensure that content is current and accessible to staff and stakeholders	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service 	✓			✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Oversee the University's Policy Framework and provide advice and assistance to internal stakeholders regarding policy drafting to ensure a robust and methodical approach is taken to policy preparation, implementation, support and maintenance	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Communicate with Impact • Coach and Develop • Adapt to and Lead Change 				✓
Oversee the development and implementation of the University's Record Keeping Framework to ensure the University meets regulatory requirements	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Apply Commercial Acumen 				✓
Actively participate in the National and State Managers Forum to ensure the services and priorities of the Directorate of Governance are communicated across the Corporate Services Portfolio and to capitalise on lateral leadership opportunities	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Adapt to and Lead Change 			✓	✓
Act in the capacity of Director of Governance, as required, to ensure the efficient and ongoing functioning of the unit	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Collaborate Effectively • Apply Commercial Acumen 	✓			✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Act as the University's Privacy Officer to ensure the effective operation and implementation of the University's Privacy Policy and Procedure	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Apply Commercial Acumen 	✓			✓

Key Challenges and Problem Solving

- Manage the diverse expectations and needs of senior internal and external stakeholders in a timely manner ensuring a consistently high level of service.
- Use influencing strategies to ensure a culture of compliance and risk management, taking into account stakeholder requirements as well as internal and external legislative requirements.
- Keep abreast of relevant external governance and compliance developments impacting upon the University and ensure appropriate strategies are developed to implement necessary changes.
- Oversee and champion the implementation of the University-wide record keeping framework in a complex and diverse organisational environment and achieve the cultural shift required to ensure the widespread adoption of the framework.
- Manage a small team with competing workload needs ensuring cohesion and engagement is maintained.

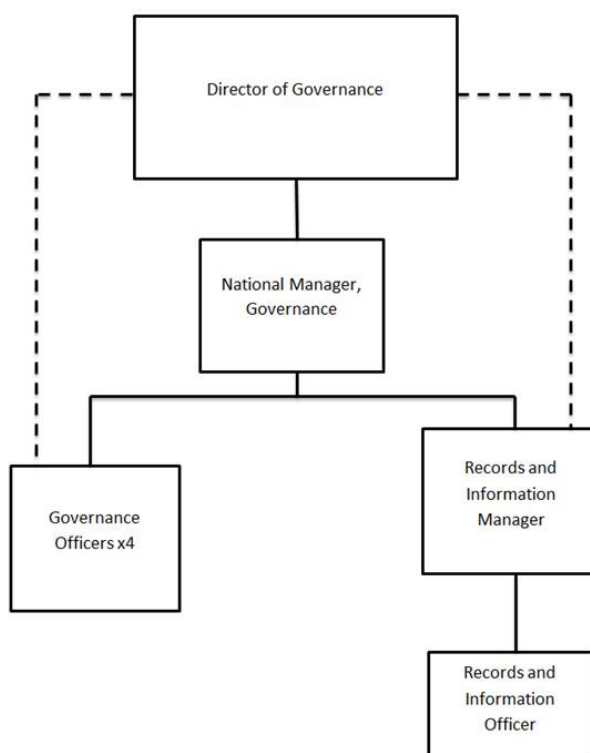
Decision Making / Authority to Act

- The position holder has broad direction to set priorities, establish plans, devise strategies, develop and implement programs, supervise staff, allocate work, approve leave and monitor and report on the work area in line with delegated authority and in consultation with the Director of Governance.
- The position holder provides advice to governance committee members in relation to governance matters.
- The position holder makes expenditure decisions within the approved financial delegation.

Communication / Working Relationships

- The position holder liaises with governance committee members and key internal and external stakeholders to provide governance and regulatory advice to facilitate the smooth operation of each Committee.
- The position holder communicates with staff regarding the preparation and regulation of University policies and procedures.
- The position holder communicates with external regulatory bodies to provide reports and information regarding the University's governance and compliance.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	Completion of a relevant degree; or an equivalent combination of extensive relevant experience and/or education/training.
2.	Completion of a Certificate in Governance or equivalent corporate governance qualification from a recognised governance provider (e.g., the Governance Institute, the Australian Institute of Company Directors) or a commitment to obtain a relevant qualification within 18 months of commencement.
3.	A sophisticated knowledge of, and experience working within, corporate governance structures, preferably for a not-for-profit, higher education or charitable organisation. Knowledge or experience of academic governance is highly desirable.
4.	Extensive experience in drafting policy and developing and managing the implementation of policy frameworks at a tertiary institution or similar organisation.
5.	Strong analytical and problem solving skills, including the ability to make informed, evidence-based decisions by sourcing and interpreting University and business information.
6.	Demonstrated experience in management, motivation and development of a small team of professionals.
7.	Demonstrated excellent planning and organisational skills, with the ability to manage complex tasks and take personal accountability for achieving the highest quality outcomes in a high pressure environment.

8.	Highly developed interpersonal, verbal and written communication skills, with the ability to manage relationships with a wide variety of internal and external stakeholders.
Core Competencies (as per the Capability Development Framework)	
9.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
10.	Demonstrate ability to understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.