

# POSITION DESCRIPTION

Policy and Projects  
Chancellery

## Governance Support Officer (2 positions available)

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| POSITION NUMBER                                | 0042985   |
| PROFESSIONAL CLASSIFICATION<br>STANDARD/SALARY | PCS 7 - \$85,189 - \$92,216 per annum   |
| SUPERANNUATION                                 | Employer contribution of 17%  |
| EMPLOYMENT TYPE                                | Full-time (continuing) position   |
| HOW TO APPLY                                   | Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. |
| CONTACT<br>FOR ENQUIRIES ONLY                  | <p>Gioconda Di Lorenzo</p> <p>Tel +61 3 8344 6859</p> <p>Email <a href="mailto:gdlo@unimelb.edu.au">gdlo@unimelb.edu.au</a></p> <p><i>Please do not send your application to this contact</i></p>   |

For information about working for the University of Melbourne, visit our website:  
<http://about.unimelb.edu.au/careers>

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

## POLICY AND PROJECTS

The Policy and Projects portfolio within the Chancellery, led by the Vice-Principal Policy and Projects, is responsible for University-wide strategy, coordination of planning, performance reporting, governance, strategic risk, development and monitoring of major projects and progressing the influence and impact of the University governance and other stakeholders.

The University Governance Group provides expert advice and governance support to the University Council and its subcommittees, Academic Board and its subcommittees, and to the University Executive. University Governance also oversees the University's regulatory and policy framework. The principal Governance Officers are the University Secretary and the Academic Secretary. The University Council is the governing body of the University of Melbourne and is responsible for the general strategic direction and oversight of the University. The Academic Board has responsibility for academic policy and quality

assurance in course standards, entry requirements, and is the final appeal body for students of the University.

## **ABOUT THE ROLE**

### **Position Purpose:**

This role plays an important role in contributing to the corporate and academic governance of the University by providing effective governance support for designated committees, providing advice on policy, ensuring that delegations are observed, that their business is managed accurately and efficiently and that regular reporting requirements are met.

This role also provides advice and support to the University's principal governance officers in ensuring good governance practice, including internal and external reviews, and the implementation of relevant regulation, for example, student discipline hearings and appeals.

This role also provides advice to the University community on the application of the University's legislation and policy framework, assists with the management of Council and Academic Board elections and induction, and develops and maintains the University Governance website.

Reporting line: University Secretary. Governance Support Officers will work under the direction of the Academic Secretary when supporting Academic Board committees and policies and processes linked to the work of the Board.

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Significant

Judgement: Significant

Operational context: Whole of University context

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

#### **Core Accountabilities:**

- Support designated governance committees and principal Governance Officers in exercising their roles and delegated responsibilities, including the provision of agendas, coordination of papers and reports, and preparation of minutes.
- Interpret, apply and explain policies and complex rules arising from University legislation.
- Provide support in the development and implementation of policy, and understand and communicate interrelationships between a range of diverse policies.
- Provide advice and information to Council and Board members, and members of the University community about the operations of the Council and the Board and their committees, as well as relevant University legislation, policy and protocols.
- Provide advice to the University community on governance policy and matters, in particular on the role of the governing bodies and their committees and on the interpretation and application of University legislation, policy and protocols.
- Support the principal Governance Officers in the conduct of governance training.
- Ensure that matters approved are appropriately communicated to the University community after the approval process has been completed.
- Work with colleagues in University Services (in particular Legal and Risk and Academic Services) to support implementation of governance decisions and the implementation of relevant processes.
- Develop and maintain the University Governance website as a strategic governance communication tool.
- Support the University Secretary and Academic Secretary by initiating and/or taking responsibility for special projects as required.

#### **Selection Criteria:**

##### **Education/Qualifications:**

1. The appointee will have a degree with significant governance experience; or an equivalent combination of relevant experience and/or education/training.

##### **Knowledge and skills:**

2. Demonstrated experience in interpreting, applying and explaining policies, guidelines, procedures and complex rules.
3. Detailed and demonstrated knowledge of University governance, and of the University's legislative and policy framework.
4. Demonstrated experience in supporting policy development.
5. Outstanding attention to detail and the ability to ensure accuracy and to identify and rectify errors.
6. Demonstrated high level presentation and written communication skills, including the ability to write management reports, briefing papers and responses to correspondence.
7. Excellent interpersonal skills, with ability to work collaboratively with internal and external stakeholders, including those at the most senior levels of the University and Council.
8. Demonstrated ability to maintain high levels of confidentiality.
9. Demonstrated high level critical thinking, creative problem solving and analytical skills plus the ability to distil complex information and produce quality reports and presentations.
10. Demonstrated ability to be flexible and adaptive, and a willingness to approach new challenges and adjust plans to meet new priorities and directions.
11. Ability to work autonomously and in a team environment and to follow through on tasks to completion with moderate supervision.
12. Demonstrated ability to prioritise workloads and act effectively to complete tasks within strict timelines.
13. Demonstrated ability to maintain and develop websites and website content.
14. High level of proficiency in the use of standard application software such as the Microsoft Office suite.

**Other job related information:**

Operational requirements may influence the timing of annual leave.