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| **Position Description** |

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| **Senior Executive Officer** | |
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| **Position No:** | 50144078 |
| **Department:** | Governance & Policy |
| **School/Division:** | Planning & Governance |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:**  **Number:** | Manager, Governance & Policy  50033033 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Senior Executive Officer**

**Position Context**

The Planning and Governance Division provides a leadership role within the University in the following functional areas: Planning and Institutional Performance, Risk Management, Legal Services, Governance and Policy, Records and Archives, and Program Management.

The primary purpose of this position is to:

* Provide high-level and proactive executive support to University-level committees
* Proactively provide professional advice on policy issues relevant to agreed focus areas, including leading the development or revision of University policy and procedures
* Lead improvement projects on agreed topics within the Division or across the University to improve the operation of the University’s governance and policy functions. Projects are likely to cover a wide array of specific topics but will generally have as outcomes enhanced or streamlined decision-making processes, improved operation of the University’s committee processes (including better flow of business between committees at College and University level), and enhanced understanding across La Trobe of the importance of governance processes.

**Duties at this level include:**

* Provide high level executive officer support to assigned University level committees by:
  + Proactively liaising with the Committee Chair and members to develop an annual work plan that is appropriately aligned to the agreed Terms of Reference
  + Preparing meeting agendas that appropriately align to the annual work plan
  + Drafting committee papers on matters relevant to the scope of assigned committees
  + Creating and maintaining minutes and related records
  + Actively proof reading and reviewing submitted papers and advising paper authors where authorship standards have not been met
  + Coordinating the communication of information between Committees
  + Ensuring executive or follow-up action on matters arising from meetings as required
  + Agreeing with the Chair the nature of annual review or self-review of the committee occur that should occur. Coordinate this activity and ensure outcomes are reported back to the Committee and agreed improvements are implemented
  + Complying with the Executive Officers Service Charter and Protocols of Governance and Policy Services
* Proactively provide professional advice on policy issues relevant to agreed focus areas, including leading the development or revision of University policy and procedures
* Lead improvement projects on agreed topics aimed at strengthening the University’s governance and policy functions. This involves conceptualising and documenting the project scope and plan, managing the required stakeholder engagement, identification and effective management of issues and risks and appropriate reporting of actions and outcomes
* Contribute to continuous improvement within the Division by providing constructive feedback on processes, systems and work practices employed and reviewing and enhancing work procedures
* Other duties as required

**Key Selection Criteria may include:**

* A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience
* Comprehensive knowledge and understanding of the regulatory environment that relates to the handling, management and privacy of information and freedom of information, including the ability to impart this understanding to various stakeholders of the organisation
* Demonstrated skills and experience in negotiating, communicating and presenting to various stakeholders
* Demonstrated skills and experience in researching, analysing and resolving complex problems
* Demonstrated skills and/or experience in complaint handling
* Demonstrated experience in dealing with confidential and sensitive material
* Demonstrated experience working with and influencing senior management

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: