

Details

Area	University Council Secretariat
Team	Office of the Vice-Chancellor
Location	Melbourne Burwood or Geelong Waterfront Campus
Classification	HEW level 8
Reports to	University Council Secretary

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Council Secretariat is responsible for the University's corporate governance functions including the operations of the University Council and its committees and the University's policy framework.

The position plays an important role in the Secretariat team through management of a key committee of the Council and the University's policy framework. It is one of two Senior Executive Officer positions in University governance and policy. Both positions are 0.6 FTE and work in close collaboration to manage the University's policy framework. Aside from being required for committee commitments, the days of work are flexible.

The incumbent is expected to use expertise in policy and good governance to achieve continuing improvement in university policies and governance operations and to ensure compliance with internal and external legislation.

Reporting to the University Council Secretary the incumbent will:

- Manage the operations of assigned committees, including developing and implementing business schedules, preparing agendas and agenda papers, drafting minutes and managing follow-up activities.
- Manage effective consultation and communication to ensure that committee decisions are informed by the best quality information and are communicated effectively.
- Provide high level strategic advice and recommendations on the development and review of policies, taking into account the broader governance framework of the University.
- Coordinate, monitor and facilitate the policy revision and approval cycle for all policy documents.
- Manage the timely and accurate display and promulgation of University policies on the policy library.
- Build relationships and liaise with colleagues in various areas of the University and provide guidance on various policy and governance matters.
- Identify and lead the planning and continuous quality improvement of governance and policy related matters to support the operations of the University in consultation with the University Council Secretary.
- Any other duties as directed, commensurate with the scope and classification of the position.

Accountabilities

- Actively engage with a diverse range of stakeholders, analyse problems and weigh up a range of options to negotiate inclusive and accessible solutions. Implement solutions, evaluate effectiveness and adjust actions as required.
- Continually evaluate progress and re-prioritises work based on changing needs and strive for excellence and effectively overcome barriers to achieve outcomes. Monitor progress and risks, adapt personal and team priorities and plans as required.
- Encourage and coach others to question traditional assumptions, review practices and policies and draw on a range of information sources to identify new ways of doing things and ways of being inclusive.
- Promote teamwork across functions to support the achievement of goals and set a positive example of achievement and inspire others to succeed with ethics.
- Actively promote and drive inclusive change using broad influencing skills to gain support and overcome barriers to generate enthusiasm about change.

- Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration. Proactively build mutually beneficial, ethical alliances and develop common goals with others.
- Use understanding of the customer context to tailor services and advice and ensure a high-quality outcome. Improve service provided through addressing customer feedback and setting service standards
- Use understanding of individuals to get the best learning outcomes for the person and organisation and take time to apply relevant learning in day to day operations and set high standards for performance through continuous learning.

Selection criteria

- A higher education qualification.
- Demonstrated experience in the analysis and review of issues in governance, policy or higher education.
- Demonstrated experience in working effectively in a high paced environment dealing with complex and sensitive information.
- Highly developed critical thinking, analysis and problem solving skills.
- Excellent writing skills, including the ability to add value by high level editing and to present complex information clearly and succinctly.
- Exceptional organisation and time management skills to provide support to members of governance bodies with competing pressures on their time.
- Excellent interpersonal skills
- Sound skills in information and communications technology to administer and update the University's online policy library.

Capabilities

- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Innovates** creates an environment where creativity and innovation are valued.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.
- **Strategic Analysis** uses cross-disciplinary knowledge, intelligence and insights to inform future direction.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria
- This position requires the incumbent to hold a current Working with Children Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.