



Charles Sturt
University

Position Description



University Secretary

Office of the Vice-Chancellor

Classification	Senior Manager Level 3
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Fixed term
Date Last Reviewed	February 2021

Office of the Vice-Chancellor

The Office of the Vice-Chancellor supports the achievement of the University's strategy and operations by providing high level support for the Vice-Chancellor and senior executive. The Office supports the Vice-Chancellor by managing the business in the portfolio, providing high-level strategic and operational advice, leading university and office projects, managing media and internal communication, and providing administration support.

The Office of the Vice-Chancellor portfolio includes the following units:

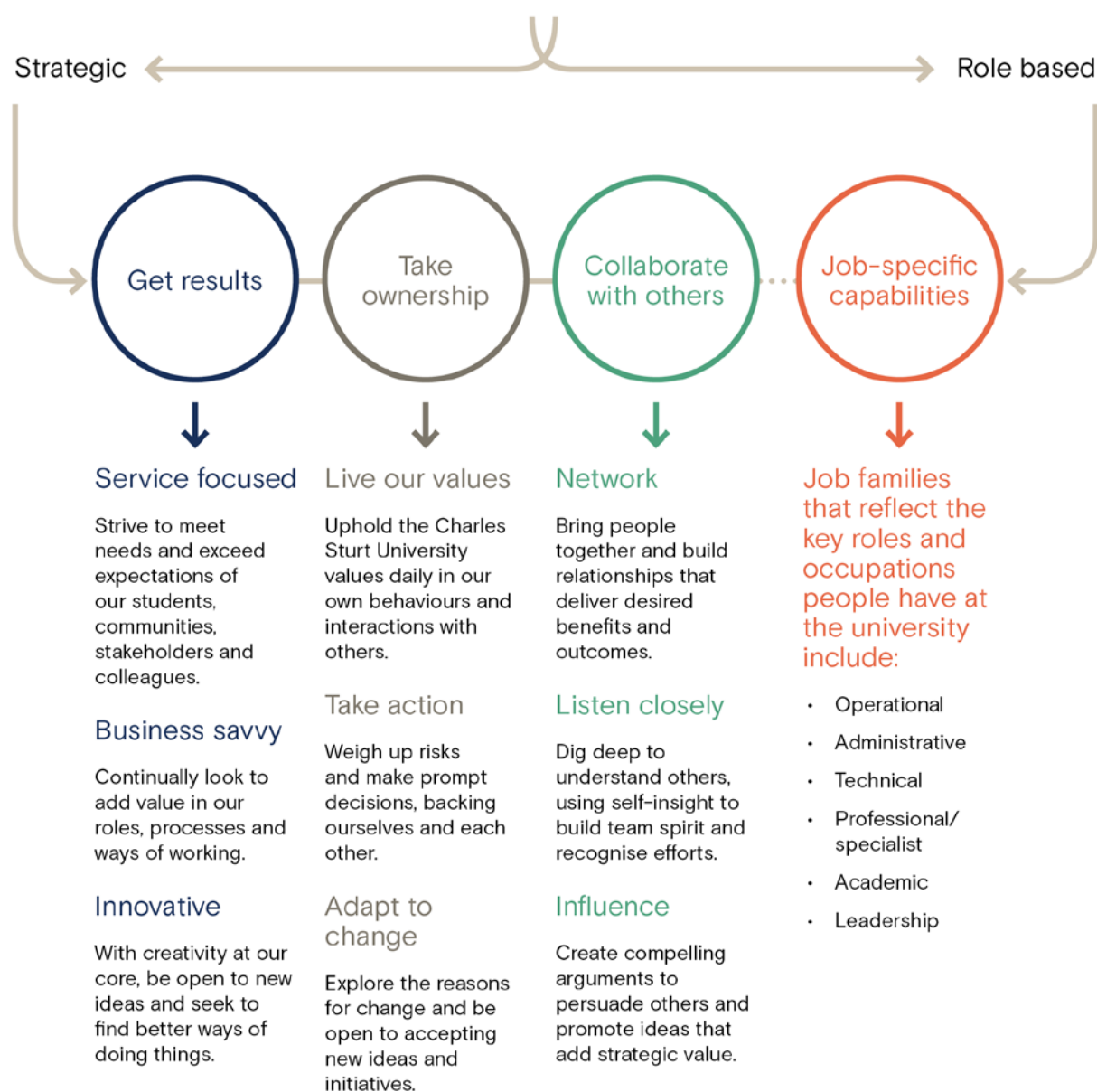
- Advancement
- Governance and Corporate Affairs
- Government Relations
- Media and Internal Communications



Our University Values

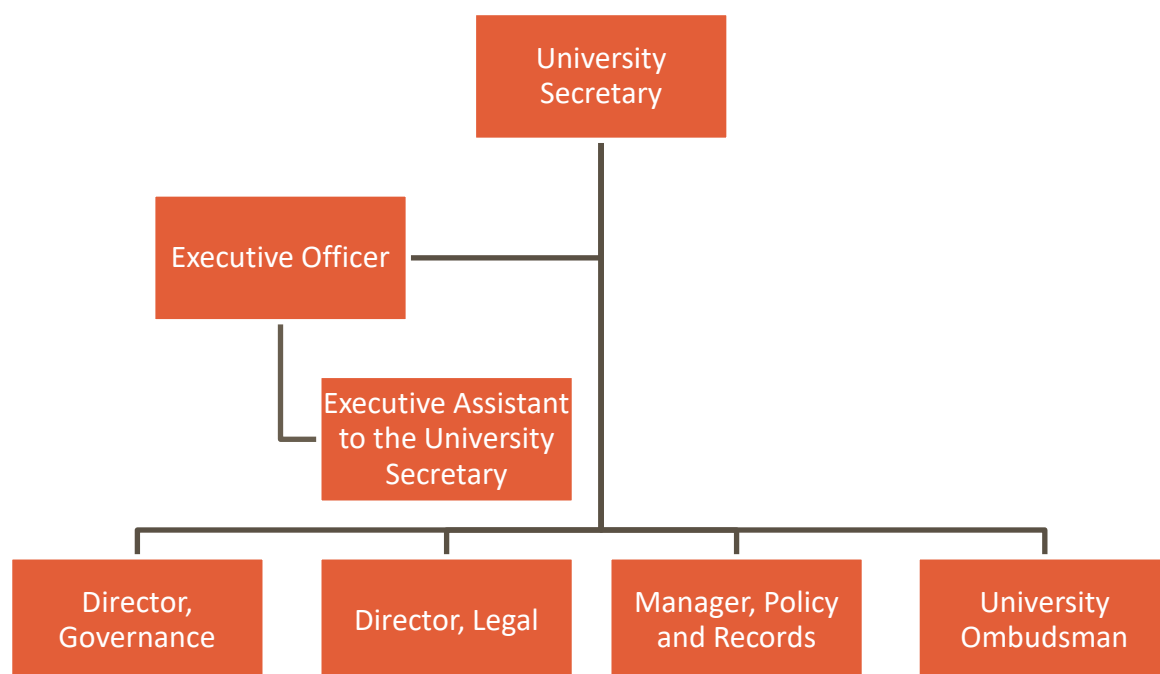


Our Capability Framework





Organisational Chart



Reporting relationship

This position reports to: Chancellor, University Council
Vice-Chancellor

This position supervises: Director, Governance
Director, Legal
University Ombudsman
Manager, Policy and Records
Executive Officer

Key working relationships

- Council members
- Chair, Academic Senate
- Vice-Chancellor's Leadership Team
- Student Senate
- Internal Auditor
- Executive Deans
- Pro Vice-Chancellors
- Executive Directors
- Chief Financial Officer
- Key external stakeholders, including the State Minister for Education, the relevant State Education Departments, Tertiary Education Quality and Standards Agency, and officers of the relevant Commonwealth Departments



Position overview

The University Secretary has a whole-of-institution responsibility for leading and managing the University's governance framework, ensuring that we are positioned effectively to deliver best practice governance that enhances organisational performance. This position is responsible to the Council, through the Chancellor, for the overall management, coordination and support of Council responsibilities, the provision of high-level advice on governance, and legislative compliance matters and professional support services to the Council and its Committees.

The position is also charged with leading and supporting academic governance and in particular ensuring that Academic Senate and its committees adhere to the Higher Education Standards Framework as a key driver for academic quality within the University, as well as meet the responsibilities delegated by Council in accordance with legislation.

In addition, this position has strategic and operational responsibility for the following:

- Corporate and academic governance
- Regulatory and legislative compliance
- Risk management
- Internal audit
- Policy, information and records management
- Complaints management
- Legal services
- Quality assurance (as is relates to the above functions)

Principal responsibilities

1. Work with the Chancellor, Council (and its committees), the Vice-Chancellor, the Chair of Academic Senate, and Academic Senate (and its committees) to establish and implement good governance practices in line with regulatory legislation, standards and frameworks.
2. Provide high level advice and strategic support to the Chancellor, Vice-Chancellor, and Chair of Academic Senate, particularly in relation to governance, legislative compliance and reporting responsibilities.
3. Establish and manage systems and processes for the University's ongoing reporting responsibilities to the regulator, and manage comprehensive provider registration processes as required.
4. Work closely with the Chancellor and Vice-Chancellor to ensure effective liaison among the decision making bodies and senior University officers.
5. Provide high level advice and governance support services to the Council and Academic Senate and their committees and establish best practices to ensure the smooth operation of meetings and achievement of required outcomes:
 - a. Manage and provide strategic oversight of recruitment activities, and election processes to secure suitable Council and Academic Senate members.
 - b. Provide members appropriate induction and professional development activities and ensure they have the information necessary to fulfil their duties.
 - c. Develop and maintain annual work plans for all committees of Council and Academic Senate that reflect legislative and regulatory compliance requirements in ensuring academic quality.



- d. Maintain a register of conflicts of interests of members and advise the Chancellor and Chair of Academic Senate in respect of any real or potential conflict of interests arising for members. Maintain a Register of Pecuniary Interests and other University registers such as the reportable gifts register.
 - e. Act as the main point of contact for members of Council, including for members wishing to obtain information directly from officers of the University.
6. Provide, to the entire university community, timely, accurate and objective information, advice, interpretation and application of policy.
7. Maintain custody of, and control over, the use of the Common Seal, record the use of the Seal and provide reports to Council.
8. Effectively manage strategic resources for the Portfolio including, financial, physical and human.
9. Manage the effective discharge of the University's statutory and legislative obligations, and maintain amendments to the University Statutes (or Regulations), By-Laws and Rules, delegations and the Policy Library.
10. Provide oversight, strategic direction and advice relating to graduations and university protocol, including honorary naming, academic dress, flags, etc.
11. Provide strategic leadership of records management to ensure that the University meets its legislative obligations, and that records management practices meet best practice organisational requirements.
12. Provide strategic leadership of the Ombudsman function to assist members of the University community to explore options to prevent and resolve problems, complaints and conflicts and manage University-level appeals processes.
13. Provide strategic leadership of the Internal Audit function, to provide the Council with assurance of institutional probity, strategic alignment, compliance and prudent management of resources.
14. Provide strategic leadership of the provision of legal services, and assist in the protection of the University's reputation (including responding to legal challenges).
15. Establish and manage high-level, productive working relationships with external stakeholders such as: the State Minister for Education, the relevant State Education Departments, Tertiary Education Quality and Standards Agency, and officers of the relevant Commonwealth Departments, especially in respect of governance compliance issues and Council resolutions which require notification to, or action by, the Minister or the Department(s).
16. Undertake other duties appropriate to the classification as required.



Role Specific capabilities

Business Savvy	Continually look to add commercial value in our roles, processes and ways of working
Take Action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)
Listen Closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts
Applying expertise and technology	Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines
Leading and supervising	Setting directions and standards, delegating, motivating, empowering, developing others, recruiting talent
Analysing	Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically

Physical capabilities

The incumbent may be required to perform the following.

- Be physically able to sit for extended periods of time to perform reading, writing and computing related activities including keyboard and mouse operations.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the University's [Driving Hours Guidelines and Policy](#).



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant postgraduate qualification with extensive relevant experience (business, public policy or law) to perform successfully in the role; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven experience in leading and managing governance functions in a complex organisation.
- C. Demonstrated knowledge and experience in developing quality monitoring frameworks based on legislative and regulatory requirements.
- D. Excellent oral and written communication skills, including the ability to provide high-level advice to senior management and boards, research complex issues, and undertake high-level conceptual, analytical and numerical tasks to resolve matters and interpret policies/trends.
- E. Good understanding of Federal and State policies affecting the higher education sector, rural and regional development.
- F. Demonstrated experience in the provision of effective executive support at the executive level, and managing matters with confidentiality, sensitivity and discretion.
- G. Proven ability to work autonomously, manage tasks effectively, meet multiple conflicting deadlines and balance competing demands.
- H. Demonstrated ability to lead, develop and motivate staff to optimise performance and delivery of organisational objectives.

Desirable

- I. Qualifications in corporate governance such as the Company Directors course or Graduate Diploma of Applied Corporate Governance.
- J. Membership of the Australian Institute of Company Directors or the Governance Institute of Australia;
- K. Skills in using databases and datasets for research;



NEW SOUTH WALES

PARKES
Regional University
Study Centre

DUBBO

ORANGE

BATHURST

GRIFFITH
Regional University
Study Centre

GOULBURN
NSW Police Academy

WAGGA WAGGA

CANBERRA

SYDNEY
Study Centre
Manly
Parramatta

PORT MACQUARIE

BRISBANE
Study Centre

VICTORIA

ALBURY-WODONGA

WANGARATTA
Regional University Study Centre

MELBOURNE
Study Centre

