

Governance Officer

Office of Governance and Corporate Affairs

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	03 March 2020

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Office of Governance and Corporate Affairs

The Office of Governance and Corporate Affairs (OGCA) leads the coordination and management of the governance of the University and provides executive support to senior committees of the University, including University Council (and its committees), Academic Senate (and its committees), Faculty Boards, and expert compliance committees that the University is required to convene in accordance with national guidelines and legislation.

OGCA is also responsible for providing strategic and operational advice to the Vice-Chancellor, senior executives and staff of the University in relation to University and academic governance, audit and risk management, investigations, appeals and complaints processes, legislative compliance, legal requirements, and policy and records management.

OGCA supports the University in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it services.

OGCA also assists with other administrative, governance and advisory services relating to the corporate organisation of the University, such as graduation, elections, University rules and delegations.

OGCA has strategic oversight and/or management of the following functions:

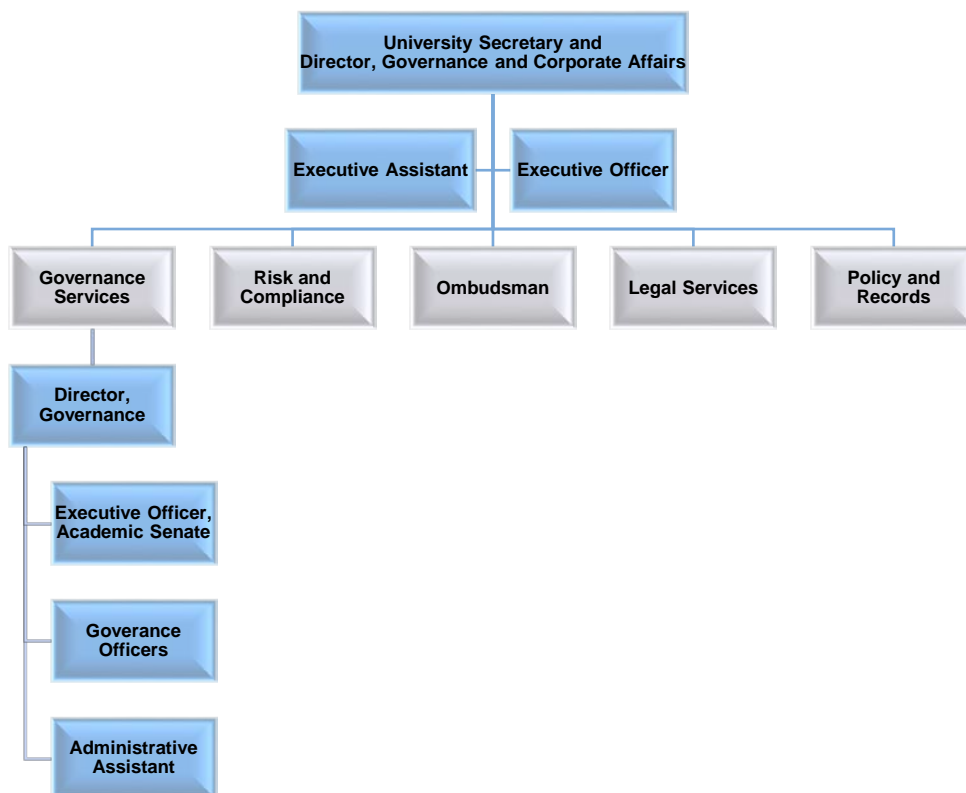
- Governance (corporate, academic and information);
- Audit and risk management;
- Investigations, appeals and complaints;
- Legislative compliance;
- Legal services;
- Policy management; and
- Records and information management.

OGCA is organised into four complementary operational units:

- Governance Services;
- Legal Services;
- Ombudsman / Complaints;
- Policy and Records Management; and
- Risk and Compliance.

OGCA is led by the University Secretary and Director, Governance and Corporate Affairs who is supported by senior staff who oversee each of the functional units that provide services through this Organisational Structure.

Organisational Chart



Reporting Relationships

This position reports to: Director, Governance

Key Working Relationships

- Council
- Academic Senate
- Vice-Chancellor's Leadership Team
- University Secretary
- Committee Chairs
- Executive Deans
- Senior Faculty and Portfolio staff

Position Overview

The Governance Officer is an authoritative source of information for University governance and high-level management committees regarding governance practices, policies and regulations and how they relate to the University. Governance support includes providing expert advice and education on legislation and policy, preparation of submissions, agendas and minutes, and monitoring and implementation of regulatory/procedural changes for the advice of the committee and the University more generally. The Governance Officer will consult with senior staff within the Office of Governance and Corporate Affairs where required and appropriate, particularly for high level and complex issues.

Governance Officers may be rotated between any duties listed in the position description.

Principal Responsibilities

1. Provide high-level administrative and governance support to the University's governance and compliance committees.

Responsibilities:

- Act as an authoritative source of information to the Chair and committee on governance, legal, statutory and policy requirements. This will include consultation with senior staff within the office where required and appropriate.
 - Determine and manage governance and statutory issues relevant to each committee, based on its terms of reference, policy, current issues and the University's committee and management hierarchy. Produce reports (such as annual reports to the government) in a timely manner, write papers for consideration by the committee, and assist others to draft papers.
 - Research, analyse and interpret information to prepare briefing material, reports, agendas and correspondence advising staff and students of statutory and university requirements, procedures and regulations. Based on this research, make recommendations to ensure that objectives are met and decisions reached are compliant with existing policy and/or regulations.
 - Provide advice, education and information to the Chair and committee in relation to statutory requirements, adherence to University policy and procedures (as published in the CSU Policy Library), and meeting procedures.
 - Interpret, analyse and clearly articulate the decisions of the Committee to prepare minutes and action sheets. The Governance Officer is not a verbatim minutes secretary, but rather analyses the issues under discussion and narrates these into a minute in guiding decisions of the Committee so that it meets statutory, reporting, policy and management requirements.
 - Prepare concise resolutions of decisions for agendas and ensure these decisions are promulgated to relevant staff and systems (such as CASIMS, Banner, Alesco, Research Management, TRIM), based on knowledge of the structure and roles of the various sections of the University.
 - Provide expert input to systems and processes on the basis of committee decisions.
2. Research, analyse, interpret and articulate policy to be incorporated into the regulations and policy published in the CSU Policy Library and compliance manuals. Identify the regulations requiring amendment, and assess and identify any impact on other regulations.
 3. Provide expert advice in relation to statutory requirements, policy and procedures, and meeting procedures.
 4. Provide induction and training for appropriate users of policy (staff, students etc.), and monitor policy awareness and adherence to strengthen the University-wide understanding of, and compliance with, policy.
 5. Coordinate and maintain University and statutory databases to regulate areas of operation and facilitate the development and production of policy, manuals and registers to support the activities of the various committees and good governance of the University.

6. Review systems and processes, having regard to the various needs of users and make recommendations for improvements.
7. Schedule committee meetings, arrange meeting venues and travel for members. Maintain committee records as appropriate.
8. Develop and maintain a high level of competency in the use of administrative tools, including software such as Diligent, CASIMS, Adobe Acrobat Professional and Microsoft Office.
9. Represent the Office of Governance and Corporate Affairs on University working parties/projects, providing specialised expertise on policy and processes, where requested by the Deputy Director and Director.
10. Coordinate committee budgets as required.
11. Act as polling officer and conduct elections for committees, within University requirements.
12. Other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at

<https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

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

Essential

- A. A degree in a relevant field, normally with 2 or more years subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (eg., an Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Excellent verbal and written communication skills, including demonstrated ability to communicate with influence and maintain effective professional relationships.
- C. Demonstrated ability to exercise initiative, to work innovatively, independently and consistently under pressure to meet strict deadlines.
- D. Demonstrated commitment to continuous improvement and working as an effective team member.

Desirable

- E. Experience in providing high-level administrative and governance support to committees.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)