

# POSITION DESCRIPTION



## Governance Officer



### POSITION DETAILS

Position Title	Governance Officer
Classification	HEW Level 5
Position Number	7009569 and 7009573
School/Office	Legal, Compliance & Governance
Division	Office of the Vice chancellor

### POSITION PURPOSE

The Governance Officer provides high-quality secretariat and governance support to the University's corporate and academic committees. The role contributes to policy development, compliance, and administrative functions including student misconduct, delegations, subpoenas, and GIPA/FOI requests. It supports the effective operation of governance frameworks and ensures alignment with legislative and policy requirements.

### KEY ACCOUNTABILITIES

1. **Coordinate** committee meetings, prepare agendas and minutes, and ensure compliance with standing orders and terms of reference.  
→ *Delivers timely and accurate services that meet stakeholder needs and expectations.*
2. **Support** policy development and governance processes including delegations, student misconduct, and FOI/GIPA requests.  
→ *Ensures operational compliance and contributes to institutional integrity.*
3. **Maintain** accurate records and systems in accordance with University policy and records management guidelines.  
→ *Improves operational efficiency and ensures data integrity.*
4. **Provide** professional advice to committee members and stakeholders on governance matters.  
→ *Builds trust and supports informed decision-making.*
5. **Act** as Returning Officer for University elections, ensuring procedural integrity and compliance.  
→ *Supports institutional transparency and stakeholder engagement.*

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Relevant vocational or tertiary qualifications or equivalent experience in a complex organisation.
2. Experience in committee support and governance administration.
3. Strong written and verbal communication skills.
4. Ability to work autonomously and manage competing priorities.
5. Proficiency in desktop software and web publishing tools.
6. Familiarity with records management systems (e.g., TRIM).
7. Current NSW Driver's Licence.

## KEY RELATIONSHIPS

- **This position reports to:** Senior Governance Officer 7009565
- **This position supervises:** N/A
- **Internal:**
  - Senior Governance Officer
  - Associate Director, Secretariat
  - Director, Governance Services
  - Committee Chairs and Members
  - Offices of the Vice-Chancellor, DVCs, and VPs
  - Schools, ITDS, Web Services, People and Culture, Capital Works and Facilities
- **External:**
  - Chairs and Directors of Boards of Entities
  - CEOs and General Managers of Entities
  - Other universities
  - External agencies
  - Members of the public

## CHALLENGES

- **Managing complex committee logistics** across multiple governance bodies while ensuring compliance with standing orders and legislative requirements.
- **Balancing high-volume administrative tasks** with the need for accuracy, confidentiality, and timely stakeholder communication.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: