

POSITION DESCRIPTION

Chief Executive Officer



WESTERN SYDNEY UNIVERSITY
STUDENT UNION

POSITION DETAILS

Position Title	Chief Executive Officer
Classification	Senior
Position Number	XXXXXXX
School/Office	Executive
Division	WSUSU

POSITION PURPOSE

To provide strategic leadership and effective governance to a student organisation that empowers and represents students, delivers high-quality services and programs, and builds a vibrant, inclusive student community in partnership with its Board and stakeholders.

KEY ACCOUNTABILITIES

- 1. Advising and assisting the WSUSU Board and its subcommittees** to provide timely, accurate reporting, strategic advice, and high-quality governance support, ensuring compliance with relevant legislation and best practice.
- 2. Leading and being fully responsible for all WSUSU operations** in accordance with the organisation's strategic plan, policies, and with authority delegated by the Board.
- 3. Ensure the long-term financial sustainability of WSUSU** by overseeing the organisation's financial management, budgets and resource allocation in partnership with the Head of Finance, Operations & Company Secretary.
- 4. Providing overall organisational leadership** ensuring a positive organisational culture built on defined organisational values which can lead the organisation through change and innovation in response to evolving student needs, emerging challenges, and new opportunities to strengthen student life, representation, and wellbeing.
- 5. Drive continuous improvement** in organisational systems, processes and performance, ensuring effective service delivery, risk management, and a safe, inclusive working environment.
- 6. Build and maintain strong relationships** with students, student leaders, university stakeholders, external partners and the wider community to enhance the organisation's profile, influence and impact.
- 7. Oversee recruitment, appointment and employee conditions** within WSUSU and ensure appropriate training and development for all staff, volunteers and student leaders.
- 8. Champion a student-first approach** across all programs and services, ensuring students are meaningfully engaged in decision-making and their diverse voices shape organisational priorities.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Tertiary qualifications** in an appropriate discipline, such as law, business or social science (postgraduate qualifications desirable).
2. **Demonstrated experience providing strategic leadership** at a senior level within a complex, values-driven organisation, ideally with a focus on student services, membership-based organisations, or the education sector.
3. **Significant experience leading**, motivating, and developing managers and multidisciplinary teams to achieve organisational goals, while fostering a positive, collaborative, and student-centered culture.
4. **Demonstrated experience managing organisational finances**, budgets, and risk ensuring long-term sustainability, accountability, and alignment with strategic priorities.
5. **Proven ability to work effectively with a diverse Board** or governing body, providing high-quality advice, governance support, and ensuring compliance with legal and regulatory obligations.
6. **Highly developed ability to build and maintain strong relationships** and partnerships with a wide range of stakeholders, including students, university representatives, external partners, and community organisations.
7. **Demonstrated understanding of the higher education sector** and the provision of student facing programs and services in this context, and strategies for effective student engagement.
8. **A deep understanding of, and commitment to**, student voice, equity, diversity, and inclusion, with experience advocating for and delivering initiatives that reflect the diverse needs of a student community.

KEY RELATIONSHIPS

- **This position reports to:** The WSUSU Board
- **This position supervises:** 4 x Department Heads
- **Key internal relationships:**
 - WSUSU Board
 - Department heads
 - All WSUSU staff
 - Student leaders
- **Key external relationships:**
 - University administration
 - Government representatives
 - Broader community

CHALLENGES

- Managing the interests of a mixed Board (students, external directors, and university staff) while staying true to the organisation's student-centered mission — especially when institutional, financial, or reputational considerations compete with student priorities.
- Maintaining financial health and funding stability for a broad range of programs and services in an environment of fluctuating student enrolments, changing university funding arrangements, and rising service demand.
- Keeping students meaningfully engaged with the organisation's services, clubs, representation structures and advocacy work in an era of competing demands on students' time and growing digital disengagement.
- Navigating sensitive and high-risk areas such as student misconduct advocacy, disclosures of sexual violence, autonomous student media, and financial governance, while ensuring

compliance with legal and regulatory obligations, reputational protection, and best-practice governance.

EXPECTATIONS

WSUSU expects that all employees are aware of, and comply with legislation and relevant policies and procedures relevant to the position, including but not limited to:

- WSUSU 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: