

POSITION DESCRIPTION



Company Secretary and Governance Officer



POSITION DETAILS

Position Title	Company Secretary and Governance Officer
Position Number	New
School/Office	WSU India
Division	WSU India

POSITION PURPOSE

The Company Secretary and Governance Officer is responsible for ensuring statutory compliance, corporate governance, and secretariat support for the Western Sydney University India entity. The role ensures the entity operates in compliance with the Companies Act, 2013 and applicable regulatory requirements in India, while supporting alignment with Western Sydney University governance standards. The position provides secretariat support to the Board of Directors, governance committees, advisory committees and senior leadership, and acts as the key coordination point for regulatory compliance matters, working closely with external legal advisers, auditors, and statutory authorities.

KEY ACCOUNTABILITIES

1. Act as Company Secretary for the India entity in accordance with the Indian Companies Act, ensuring timely statutory filings with the Ministry of Corporate Affairs (MCA) and Registrar of Companies (RoC).
2. Maintain statutory registers, corporate records, and governance documentation in audit-ready condition, including compliance calendars covering statutory, regulatory, and institutional obligations.
3. Provide secretariat support across all India campus governance structures, coordinating meeting cycles including agendas, papers, minutes, resolutions, and action tracking, and maintaining a central repository of governance structures, terms of reference, and decision records.
4. Ensure compliance with applicable Indian regulatory frameworks, including the Companies Act, 2013, FEMA regulations, labour laws, data protection obligations, and higher education regulations including UGC, AICTE, and National Education Policy 2020 requirements.
5. Maintain compliance tracking systems and governance risk registers, coordinating responses to audits, inspections, accreditation visits and regulatory assessments, and escalating risks to campus leadership in a timely manner.
6. Liaise with the Sydney Risk Management function to maintain the campus-level risk register, with reporting to the Audit and Risk Committee and Board of Trustees in Sydney as needed.

7. Coordinate drafting, review, and execution of contracts, MoUs, and institutional agreements in accordance with the delegation register, maintaining contract registers and tracking obligations, renewals, and expiries.
8. Act as the key liaison officer with regulators, auditors, statutory authorities, and Sydney Legal Counsel, supporting internal and external audits and contributing to continuous improvement of governance capability.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Qualified Company Secretary and member of the Institute of Company Secretaries of India (ICSI).
2. Bachelor's degree in Law, Commerce, Business, or a related discipline. A Master's level qualification in a relevant discipline would be highly regarded.
3. Minimum 5–8 years' experience in company secretarial, governance, or compliance roles.
4. Strong knowledge of the Companies Act, 2013, MCA and RoC requirements, FEMA regulations, corporate governance practices, and UGC requirements.
5. Experience managing committee-based governance or administrative governance structures, including agendas, papers, minutes, resolutions and action tracking.
6. Strong organisational, documentation, and stakeholder coordination skills.
7. Experience in higher education, transnational education, or listed company governance, ideally with exposure to dual-jurisdiction regulatory frameworks would be highly regarded.
8. Familiarity with the regulatory landscape for foreign university branch campuses in India, including requirements associated with the National Education Policy 2020 is desirable
9. Exposure to data protection, privacy, cybersecurity governance, CSR, sustainability governance, or institutional ethics frameworks.
10. Experience with risk management and compliance systems.
11. Legal background or legal knowledge would be highly regarded.

KEY RELATIONSHIPS

- **This position reports to:** Chief Operating Officer, WSU India Campus
- **This position supervises:** NIL
- **Key WSU relationships:**
 - Provost
 - Pro Vice-Chancellor, Global Partnerships and Transnational Education
 - Director Global Initiatives and Engagement
 - Chief Operating Officer, WSU India Campus
 - WSU Sydney Management
 - Board of Directors and Advisory Committees
 - Office of General Counsel, WSU Sydney
 - Academic and Professional Staff
 - Partnerships and International Teams
 - Sydney Risk Management function
- **Key external relationships:**
 - Registrar of Companies (RoC) / Ministry of Corporate Affairs (MCA)
 - University Grants Commission (UGC), All India Council for Technical Education (AICTE), and accreditation bodies
 - SEBI, FEMA authorities, and other statutory regulators
 - External legal counsel, where applicable
 - External auditors and assurance providers
 - Government and regulatory agencies

CHALLENGES

- Operating within a dual-jurisdiction governance environment, balancing compliance with Indian statutory requirements against alignment with Western Sydney University's Australian governance standards.
- Navigating an evolving and complex regulatory landscape for foreign university branch campuses in India under the National Education Policy 2020.
- Establishing governance structures, registers, and compliance systems for a newly operating entity while supporting day-to-day secretariat demands.
- Coordinating across time zones and organisational boundaries between the India campus and Sydney-based legal, risk, and governance functions.

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: People & Culture

Date: June 2026