

POSITION DESCRIPTION



Senior Governance Officer



POSITION DETAILS

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| Position Title | Senior Governance Officer |
| Classification | HEW Level 7 |
| Position Number | 7009565, 7011086, 7009563, 7009564, 7013157 |
| School/Office | Legal, Compliance and Governance |
| Division | OVC |

POSITION PURPOSE

This specialises in key responsibilities within the Office of Governance Services, reporting to the Company Secretary (Entities) & Associate Director (Secretariat). The role provides support to corporate and academic governance committees, including the Board of Trustees' standing committees, Academic Senate, and oversight of support for School/Institute committees. The Senior Governance Officer offers advice and support for University policy and procedure development, facilitates hearings for student progression and appeals, student misconduct matters, subpoena requests, elections, and other related business. The role may also manage the delegations register and Policy DDS, ensuring strict adherence to University policies and procedures.

KEY ACCOUNTABILITIES

- Prepare agendas, committee papers, and minutes for governance committees, ensuring accuracy and timely distribution.
- Provide high-quality advice on governance matters to committee stakeholders.
- Schedule committee meetings and inform stakeholders of requirements and outcomes.
- Maintain confidentiality and store committee records in accordance with policy.
- Coordinate and support Governance Officers, sharing best practice methodologies and capability building.
- Maintain and advise on online systems (e.g., Policy DDS), ensuring statutory requirements are met.
- Manage student appeals and misconduct hearings, providing expert advice and ensuring resolution in line with policy.
- Develop and review policy documentation, including academic policy, and provide advice on design.
- Investigate, research, analyse, and report on best practice methodologies.
- Manage University elections, acting as returning officer and ensuring compliance.
- Manage University Delegations, including annual reviews and training/support for Delegations Maintenance Officers.

- Drive organisational capability improvements and reform/review key governance frameworks.
- Develop risk and issues analysis, reports, and strategies for process improvements.
- Liaise and coordinate with senior/executive stakeholders, internal and external.
- Communicate committee items and outcomes to relevant officers and report key issues.
- Provide high-level administrative support to the Office of Governance Services, Chancellor, Deputy-Chancellor, and Board members.
- Manage special functions and/or projects as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Qualification recognised by the Governance Institute (e.g., Grad Dip. of Applied Corporate Governance) or extensive professional experience at a similar level.
- Ability to case manage issues and manage projects to deadlines.
- Ability to develop and enhance policy documentation and explanatory processes.
- Knowledge of statutory and regulatory context for public sector bodies, including policy/legal interpretation, research, analysis, and report preparation.
- Experience servicing academic or corporate committees, including preparation of agendas, papers, minutes, and correspondence.
- High-level interpersonal and oral communication skills, with proven ability to liaise and negotiate at a senior level.
- High-level written communication skills, including complex reports, briefing papers, and committee documentation.
- Ability to work as part of a team and consult with organisational and interest groups.
- Computer and web literacy, including desktop software and web/publication management.

KEY RELATIONSHIPS

- **This position reports to:** Company Secretary, Entities and Associate Director, Secretariat
- **This position supervisors:** Governance Officers; casual contractors as required
- **Key internal relationships:**
 - Company Secretary, Entities and Associate Director, Secretariat
 - Director, Governance Services
 - Manager, Policy and Governance
 - Governance Officers
 - Office of Governance Services' staff
 - Chairs and members of committees
 - University Secretary
 - Staff in other administrative business units
- **Key external relationships:**
 - External board and committee members
 - System vendors

CHALLENGES

- Managing complex committee support and governance functions.
- Ensuring statutory and regulatory compliance.
- Coordinating multiple governance processes and frameworks.
- Building capability and sharing best practice within the governance team.
- Liaising with senior stakeholders and external partners.

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: