

## POSITION DESCRIPTION

<b>Position Title</b>	Governance Officer		
<b>Organisational Unit</b>	Legal, Assurance and Governance Directorate		
<b>Functional Unit</b>	Governance		
<b>Nominated Supervisor</b>	National Manager, Governance		
<b>Classification</b>	HEW 7		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10610980
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	19-AUG-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)

- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## **ABOUT LEGAL, ASSURANCE AND GOVERNANCE DIRECTORATE (LAG)**

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The Legal, Assurance and Governance Directorate comprises three distinct functional areas:

- The Office of General Counsel (OGC) is a discrete and independent functional unit with the sole purpose of providing professional legal advice and services across a broad range of areas upon instructions from members of staff, management and officers of ACU. Situated administratively within the Corporate Services Portfolio, the OGC is accountable to its sole client, Australian Catholic University Limited, the corporate entity that conducts the University.
- The Assurance Unit brings together ACU's quality assurance (including TEQSA compliance and registration), internal audit, compliance and risk functions into a single unit designed to ensure strategic and functional alignment of ACU's assurance activities. It is responsible for several major compliance frameworks including Internal Audit, Enterprise Risk Management and Fraud and Corruption Control.
- The Governance Unit supports the governance activities of Australian Catholic University Limited. The Governance Unit provides secretariat support for key governance committees, manages governance and student election processes, maintains ACU's key corporate records, and is responsible for several major regulatory frameworks including Delegations of Authority, Privacy, Protected Disclosures, Policy and Records and Archive Management.

## **POSITION PURPOSE**

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The Governance Officer will provide a range of secretariat and administrative support services to various University Committees to ensure governance standards are met including meeting preparation and support, drafting and updating Terms of Reference, drafting and communicating Committee protocols and liaising with Chairs of Committees and their members. The position undertakes broad governance duties to facilitate the proper functioning of the University's activities. It also provides strategic and policy advice and support to Committees, Faculties and other key stakeholders and as required, support ACU's policy management activities.

## **KEY RESPONSIBILITIES**

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### **Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
<p>Provide efficient and effective executive and administrative support for Committees to ensure the proper functioning of each Committee including:</p> <ul style="list-style-type: none"> <li>• Assume responsibility for Governance Committee meetings from inception to conclusion including drafting agendas, preparing and distributing agenda papers, attending meetings and preparing minutes.</li> <li>• Organise travel, accommodation, teleconferences, videoconference, catering and meeting room bookings.</li> <li>• Undertake follow up actions including the provision of advice and information concerning the outcomes and decisions from Committee meetings.</li> <li>• Prepare follow up correspondence relating to Committee resolutions.</li> <li>• Update and maintain Committee Terms of Reference and Committee-related information on the Governance web pages.</li> <li>• Suggest and implement recommendations for improvement of Committee procedures and meeting protocols.</li> <li>• Conduct and manage Committee elections, as required.</li> </ul>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Independently manage inquiries on a range of Committee-related issues in a professional and efficient manner in order to ensure the dissemination of accurate information to internal and external stakeholders.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Independently interpret existing policy and other key documents (e.g. ACU's Constitution, Statutes, Standing Orders, policies and guidelines) and relate to work assignments in order to provide accurate advice to stakeholders and suggest solutions to problems associated with the management of Governance Committees.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Maintain and update the Resolutions Database in a timely manner to ensure the decision-making processes of the University are accurately recorded.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Maintain electronic and hard copy records (where relevant) relating to individual Committees along with the currency of Statutes and other corporate documents to ensure the implantation of robust record keeping processes and to ensure the continued ability to access relevant documents when required.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Maintain the currency of Statutes and other corporate documents to ensure compliance with ACU's record-keeping and information management framework.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Research, develop, recommend and independently review relevant Terms of Reference, guidelines, procedures and policies to identify opportunities for improvement and increased efficiency and effectiveness of Committee operations.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Monitor and manage any external regulatory requirements imposed by the Australian Charities and Not-forProfits Commission (ACNC), the Australian Securities and Investments</p>	<p>The position contributes to activities; outcomes and goals; that are</p>

Responsibility	Scope
Commission (ASIC) and the Tertiary Education Quality Standards Agency (TEQSA) as they relate to the University to ensure the University meets its compliance obligations.	implemented and have impact across the University

## HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Completion of a relevant degree and extensive relevant administrative experience.</li> <li>• Qualification - Completion of a Certificate of Governance (or equivalent qualification) or a commitment to obtain within 18 months of commencing at ACU as a component of ongoing training and professional development.</li> <li>• Experience - Experience in servicing a range of academic or corporate committees, including preparation of agendas, papers, minutes, correspondence and other Committee documentation to a high standard.</li> <li>• Skill - Demonstrated skills and experience in writing formal minutes of meetings for a University or a large organisation including an ability to draft written records to a high standard using plain English.</li> <li>• Knowledge - Demonstrated understanding and responsiveness to policies (including experience in policy drafting and review), procedures and governance protocols.</li> <li>• Skill - High level of computer literacy and sound working knowledge of Microsoft Office and preferably HP Content Manager (formerly TRIM).</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

