

## GOVERNANCE OFFICER

The University of Divinity seeks to recruit a Governance Officer for immediate commencement. This position is a full-time ongoing position within the Office of the Vice-Chancellor, at the University's main campus in Box Hill, Victoria.

## APPLICATIONS

Closing date for applications:

**5pm on 6 July 2021**

Applications must include:

A cover letter addressing the selection criteria  
A curriculum vitae  
Contact details for three referees

Send applications electronically to:

Xavier Miller  
HR Consultant  
[xavier@nextgenhr.com.au](mailto:xavier@nextgenhr.com.au)

The University of Divinity  
90 Albion Rd,  
BOX HILL VIC 3128  
Australia  
(03) 9853 3177

[www.divinity.edu.au](http://www.divinity.edu.au)

## **About the University**

The University of Divinity is established by the *University of Divinity Act 1910* (Victoria) and operates nationally as an Australian University with specialised focus. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry, spirituality and philosophy. It regularly achieves the highest levels of student satisfaction of any Australian University, and its research is consistently ranked at world standard.

Students and staff join the University through one of its Colleges. There are ten Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community, resourced by over thirty partners from eight Christian denominations, giving the University an extraordinarily ecumenical constitution.

The University's Vision is that

*Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.*

For more information, please see [www.divinity.edu.au](http://www.divinity.edu.au).

## **About the Office of the Vice-Chancellor**

The Office of the Vice-Chancellor coordinates the University's corporate and governance functions, the shared services functions across the Colleges and the University's programs and supports to the University Council, the Academic Board, and Vice-Chancellor. The office is located at the University's main campus St Paschal's, 90 Albion Road, Box Hill, easily accessible by public transport.

## **POSITION DESCRIPTION – GOVERNANCE OFFICER**

The Governance Officer provides professional and confidential administrative support to the Chief of Staff and University Secretary and across a range of Council and Academic Board committees.

### **1. Key responsibilities**

- 1.1 Provide administrative support to the Chief of Staff and University Secretary in delivery of the University's governance functions.
- 1.2 Provide secretarial support to University Committees, including agenda preparation and circulation of meeting papers, drafting minutes and action items, following up action items, and preparing annual work plans.
- 1.3 Prepare high-quality documents using the Microsoft suite of products, including drafting correspondence, editing and reformatting documents (including letters, reports, emails) as required.
- 1.4 Support the Chief of Staff and University Secretary in managing the recording and publication of the University Gazette, Regulations, Schedules, Policies and Procedures on the University website.
- 1.5 Manage filing for the Chief of Staff and University Secretary, including maintenance of Council and Committee governance and compliance documents and records, contact lists and member registers.
- 1.6 Support the Chief of Staff and University Secretary in proposing and implementing improvements to the University's governance support including templates, systems and communications.
- 1.7 Undertake other tasks as reasonably directed by the Vice-Chancellor or the Chief of Staff and University Secretary

### **2. Key working relationships**

The Governance Officer

- 2.1 Reports to the Chief of Staff and University Secretary
- 2.2 Works closely with Office of the Vice-Chancellor staff involved in governance functions
- 2.3 Liaises with Chairs and members of University Committees

### **3. Selection Criteria**

- 3.1 An undergraduate degree or equivalent qualification
- 3.2 Experience in a related role (e.g. Board Secretary)
- 3.3 Demonstrated ability to prepare high quality committee meeting agendas and papers
- 3.4 Demonstrated capacity to take accurate and succinct minutes, and awareness of the significance of formal meeting minutes
- 3.5 Experience in complex document management and record keeping
- 3.6 Advanced expertise in the use of Microsoft Office products
- 3.7 Outstanding verbal and written communication skills
- 3.8 Proven ability to act with discretion and to maintain a high level of confidentiality

- 3.9 Capacity to work with a diverse range of committee members and chairs, including capacity to balance taking directions and proposing improvements
- 3.10 Excellent time management skills to ensure that workload can be effectively prioritised
- 3.11 Motivated and proactive individual who can work within strict deadlines
- 3.12 (*Desirable*) Familiarity with higher education governance and administration
- 3.13 (*Desirable*) Familiarity with the governance and management processes of one or more of the Colleges, churches or religious orders associated with the University.

**4. Terms and conditions**

The position of Governance Officer is a full-time ongoing appointment subject to completion of a six-month probationary period and satisfactory performance. The position will be remunerated under the *Higher Education Industry - General Staff* award on the University's salary scale in the band from HEW 4.1 to HEW 5.1 (\$66,556 to 71,972 effective from 1 January 2021), plus 15% superannuation, depending on the experience and qualifications of the successful applicant.