



## Position Description – Governance Officer

### Position Details

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<b>Position Title:</b>	Governance Officer
<b>College/Portfolio:</b>	Finance & Governance
<b>School/Group:</b>	University Secretariat
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	Hew 7
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick

and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## **Why work at RMIT University**

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **College/Portfolio/Group**

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The Governance, Legal and Contracts group (within the Finance and Governance Portfolio) is responsible for the full range of governance, legal and contract management services to all areas of the University. The group is committed to:

- Providing high quality governance, legal and contracts services that are aligned and responsive to the commercial needs of RMIT and the regulatory requirements within which RMIT operates;
- A high level of customer service which means getting know the different areas of businesses we service and tailoring advice and support to meet their needs.
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our University colleagues.
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

## **Position Summary**

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The Governance Officer plays an important university-wide role by providing effective governance support to the RMIT Academic Board and its committees. The incumbent will work closely with the Senior Governance Officer to support effective Board and committee operations.

The incumbent will provide a range of coordination services for academic governance matters including facilitating communication and workflow for Academic Board and committee business, drafting and editing papers, briefings and presentations, minute taking, record keeping and meeting coordination. The position supports administration of selected University elections and is responsible for maintaining Secretariat websites and publications.

The role provides advice to the broader University community on academic governance protocols and policies, ensures that Board and committee business is managed accurately and efficiently, and that terms of reference and academic delegations are observed.

## **Reporting Line**

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Reports to: Senior Governance Officer

Direct reports: NIL

## **Organisational Accountabilities**

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### **Key Accountabilities**

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1. Provide high level secretariat support to Academic Board and its committees, under the direction of the Senior Governance Officer, including but not limited to the preparation and distribution of meeting papers, attendance at meetings, preparation of minutes and timely dissemination of meeting outcomes.
2. Maintain accurate records of Academic Board and committee operations and decisions, including management of formal meeting records, terms of reference and membership lists.
3. Assist the Senior Governance Officer in the provision of high-level strategic advice to the Academic Board and committee chairs and members, the Council, and Senior Executive on academic governance matters.
4. Promote and support effective communication between the Academic Board and stakeholders across the University, including maintenance of Board and Committee websites and fielding general enquiries from committee members, staff and students on academic governance matters.
5. Under the guidance of the Senior Governance Officer, conduct benchmarking, prepare analysis and assist with the development of briefing notes, executive summaries, reports and other documents on academic governance matters.
6. Assist the Senior Governance Officer in the conduct of University elections.

### **Key Selection Criteria**

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1. Demonstrated knowledge of governance systems and processes within the tertiary education sector, including relevant legislative frameworks such as the Higher Education Standards Framework (Threshold Standards).
2. Demonstrated high level written communication skills, including the ability to write minutes, prepare governance submissions and maintain internal and outward facing web content.
3. Demonstrated experience in interpreting, applying and explaining policies and procedures relating to academic governance.
4. Excellent interpersonal skills, with ability to work collaboratively with internal and external stakeholders, including senior university stakeholders
5. Demonstrated ability to maintain high levels of confidentiality, manage sensitive information, and exercise appropriate judgement to address complex problems or sensitive matters.
6. Ability to work autonomously and to follow through on tasks to completion with limited supervision.
7. Demonstrated high level administrative and organisation skills including proven ability to establish priorities to manage high volume workflow and meet critical deadlines.
8. High level of proficiency across the Microsoft Office 365 suite.

### **Qualifications**

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A relevant tertiary qualification and/or extensive relevant experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Briony Lewis Title: Executive Director- Governance, Legal and Strategic Operations Date:	<b>Approved:</b>	Signature: Name: Dionne Higgins Title: Senior Vice-President- Strategy & Operations Date:
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