

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Governance and Policy Coordinator Level: 6/7
Division: Academic Registrar's Division Department: Governance Unit, ARD

Primary purpose of the position:

The primary purpose of this position is to facilitate good governance and informed decision making across the University. A Governance and Policy Coordinator will:

- provide high level executive support to the University Council and its Committees, the Academic Senate and its Committees and the Vice-Chancellor's Advisory Group and its Committees as required;
- support and advise the UOW Student Representative Forum and student associations;
- support and act as custodian of gold standard committee service at UOW;
- provide briefings and advice to the Senior Executive on governance, higher education policy and other related issues;
- Support and act as custodian of the policy making process at UOW;
- advise members of the University community about policy development, approval, implementation and review;
- act as a consultant in the development and review of a broad cross-section of UOW Policy;
- co-ordinate and participate in regular and ad hoc governance projects eg preparation of the University's Annual Report; facilitation of Council, Senate, Faculty and other Student Elections.

The Governance and Policy Coordinator will have excellent research, analytical, communication, problem-solving and team work skills.

Position Environment:

To achieve its vision of 'excellence in governance', the Governance Unit provides informed and expert advice to enable effective decision making throughout the University. The Governance Unit is a high performing team that values collegiality, integrity, efficiency & effectiveness, reciprocity, interdependence and resilience in its day to day activities.

The Governance Unit is responsible for the provision of high quality governance advice and services to senior University personnel and committees and for the promotion of good governance practices and institutional policy coordination across the University community. The Governance Unit also oversees the conduct of elections across the University, maintains the University's Delegations of Authority Policy, monitors governance issues at the Federal and State level, ensures Council and University compliance with relevant legislation and guidelines and, reviews and implements changes to the UOW Act and By-law.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Provision of agenda papers, minutes and meeting support (including facilitation of online governance resources) to University Council and its committees, Academic Senate and the Vice-Chancellor's Advisory Group in order to ensure informed and effective decision-making.	Facilitation of effective decision making by and governance support for the senior committees of the University.	25%	

2.	<p>Institutional Policy Coordination</p> <ul style="list-style-type: none"> Research issues and prepare discussion papers about potential policy gaps and requirements. Provide policy training, advice and consultation services to the University Community and, in particular, to key UOW policy owners. Develop, Implement and Review University-wide governance-related policies. Maintain the online UOW Policy Directory so that it remains current, accurate and consistent with delegations. 	<ul style="list-style-type: none"> Timely and effective development and review of UOW policies in accordance with UOW policy processes. UOW Community that is informed about and able to access and use UOW Policies and associated documents Current, up-to-date and accessible UOW Policy and associated tools 	25%	
3.	<p>Co-ordinate or contribute to major ongoing and one-off governance projects such as:</p> <ul style="list-style-type: none"> Publications (eg: production of the Annual Report, Council and Senate Handbooks, Policy Bulletins) Elections (University Council, Academic Senate, Student Association and Faculty Student Representative elections) Support for UOW graduation ceremonies Coordination and maintenance of the University's Delegations of Authority Policy and Delegations Database. Annual Meet the Chancellor Reception 	Key projects/activities achieved in an effective, accurate and timely manner, within defined legislative, budgetary and/or other constraints.	25%	
4.	<p>Ensure maintenance of critical functions including:</p> <ul style="list-style-type: none"> Records management Database maintenance Maintenance of Governance web pages Development of procedures, manuals and guidelines 	Key governance information is accurately recorded, maintained, reviewed and improved	Ongoing	
5.	Provision of induction, professional development evaluation and ongoing information services to Council, the Academic Senate, VCAG and their Committees.	Council, Senate and Committee members who are well-informed, reflective and who supplement their own skills and experience with relevant professional development.	5%	
6.	Research and monitor University and corporate governance issues at state, federal and international level and ensure compliance with relevant legislative requirements.	Provision of governance services which are current and informed by best practice and which comply with relevant legislative and administrative requirements.	5%	
7.	Support and advise the UOW Student Representative Forum and Student Representatives	Facilitation of effective student representation and student feedback to inform University priorities and decision-making	10%	
8.	Facilitate quality assurance mechanisms in order to ensure compliance with the UOW Quality framework, TEQSA requirements, ISO standards and best practice.	Governance Unit responsibilities are demonstrably of a high quality	5%	
9.	Provision of personable, timely, accurate and effective customer service to the University Community in relation to Governance Unit functions.	Customers satisfied with service	Ongoing	

10.	Observe principles and practices of Workplace Health and Safety and Equal Employment and Diversity	To ensure fair treatment and safe working practices in the workplace	Ongoing	
11.	Other duties as required that are within the range of skills for an officer of this classification			

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Senior Manager, Governance
The position supervises the following positions:	N/A
Other Key Contacts:	Chief Administrative Officer and Secretary to Council Members of the Senior Executive Colleagues in the Governance Unit Committee Chairs Policy Owners

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

Colleagues in the Governance Unit	To share the policy coordination, committee support and governance project workloads and related information and co-ordinate concurrent initiatives. To share best practice, discuss emerging issues and foster an environment of continuous improvement.
Chancellor, Deputy Chancellor, Council Members Vice-Chancellor CAO and Secretary to Council Chief Finance Officer VCAG Members Chair of Senate	Develop positive and productive working relationships with Council, members of the Senior Executive and the Chair of Senate to ensure the smooth operation of Council, Senate and VCAG and to ensure best practice governance standards are in place across these key committees.
Policy Owners	Foster positive working relationships with major policy owners to ensure that UOW policy is accurate, appropriate and up-to-date. With policy owners, review areas of responsibility and assist with advice about consultation, policy writing, approval pathways, implementation strategies and review methods.

Key Challenges:

1. Negotiating competing deadlines and priorities to provide high quality advice and information to a range of stakeholders
2. Adapting to changing governance compliance requirements
3. Anticipating future Council, Senate and VCAG needs and governance challenges

SELECTION CRITERIA: Knowledge & Skills:

Essential:

- Knowledge of University policies and legislation
- Knowledge of governance issues for the higher education sector and in the wider corporate governance arena
- Highly developed written communication and interpersonal skills
- High level research and analysis skills
- Demonstrated ability to manage complex project work
- Excellent team work skills including the ability to work cooperatively, flexibly and effectively in a team
- Proficiency with Microsoft Office suite of computer software, including database and web page design concepts

SELECTION CRITERIA: Education & Experience:

Essential:

- Degree in an appropriate discipline and/or a combination of experience and education/training deemed to be equivalent
- Experience providing comprehensive 'Executive Office' support for high-level committees and/or sub-committees, including preparation of committee agenda papers, minutes and taking follow-up action to ensure that committee decisions are effective.
- Managing relationships with and expectations of a diverse range of stakeholders.

Desirable:

- Previous experience in a tertiary institution or in a comparable governance role would be highly regarded
- Experience writing policy and briefing documents
- Experience working with a web content management system

Personal Attributes:

- Ability to work independently
- Ability to manage multiple priorities
- Ability to liaise with colleagues across the University
- Responsive to change
- Commitment to the Governance Unit Values: efficiency, effectiveness, interdependence, integrity, strategic approach, reciprocity and resilience.

Special Job Requirements:

Capacity to work additional hours as required during Graduation

Organisational Chart:

Organisational chart coming soon.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____