

JOB DESCRIPTION

Position Title	Governance Support Officer	
Division / Portfolio	Corporate Services	
Position Number	3407	
Salary Agreement/Award	Higher Education Industry-General Staff-Award 2020	
Position Classification	HEW Level 2	
Nature of Employment	Casual	
Reporting Structure	This position reports to General Manager - Corporate Services (or other role designated by the Managing Director)	
	Positions reporting to this position Nil	
Our Mission	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
Our Vision	To be the leading and most trusted, independent, student-run organisation in Australia, that is highly valued by our students, the broader sector and community.	
Our Values	Autonomy Equity Accountability Community Sustainability	
Purpose of Position	The Governance Support Officer is responsible for providing administrative support for the governance and compliance functions of the Guild. This role provides high-quality company secretarial and administrative services to the Guild Council, Executive, its Committees, and management under the direction of the General Manager – Corporate Services. The role supports the Guild to operate in accordance with its Governing Documents, regulations, policies, and relevant legislative requirements. This position supports the Guild Secretary in maintaining transparent and accountable governance practices, including coordinating meetings and documentation, managing records and statutory filings, and supporting elected student representatives and senior management to meet their governance and compliance obligations.	

KEY DUTIES AND RESPONSIBILITIES

Responsibilities may include but are not limited to:

- Provide governance and secretarial support across key initiatives and governance activities, including but not limited to:
 - Secretarial services and governance support to the elected Guild President, Secretary, Chair of Guild Council and Managing Director, including scheduling meetings, preparing agendas, distributing meeting papers and providing administrative assistance.
 - Maintenance of the Guild's Governing Documents, By-laws, and other governing instruments as required.
 - Maintain and update governance registers (for example, delegations, action items, resolutions and interpretations registers)
 - Coordinate meeting logistics and prepare minutes for Council and Council committees
 - Maintain a governance compliance framework of policies and procedures and embed a risk focused culture in line with the risk register.
 - Ensuring policies and procedures are current, maintained in an orderly system, reviewed as scheduled and accessible to Council members, staff and students.
 - Supporting The Guild with maintaining records and information in accordance with records management procedures and legislative requirements.
 - Administrative support for governance projects and associated tasks as directed.
- Supporting the General Manager - Corporate Services with the planning, coordinating and delivery of the Guild's Annual Student Elections.
- Promote and uphold the Guild's Mission, Vision, Values, and Code of Conduct in all activities.
- Actively contribute to the senior leadership teams objectives by assisting in the development and implementation of policy and procedural based operational improvements and maintain a register of continuous improvement.
- Perform other duties as directed, aligned with the scope of the role.

CRITERIA

Qualifications	• Relevant practical experience, desirable.
Knowledge, Experience and Skills	Essential • Ability to commit to fifteen (15) office-based hours a week • Demonstrated ability to maintain confidentiality and exercise discretion. • Well-developed oral, written and interpersonal communication skills • Experience in office administration • Excellent time management practices, organisational and administrative skills • Computer literacy, with demonstrated skill in the use of contemporary computing applications • Strong attention to detail and accuracy

	• Demonstrated ability to organise and prioritise routine administrative tasks. • Ability to work collaboratively with students, elected representatives and staff from diverse backgrounds. Desirable • Undergraduate studies in Business, Law, Governance, or Public Administration. • Experience in maintaining governance records. • Experience providing support within a governance, committee or office environment. • Experience in policy review and compliance monitoring. • Exposure to board or committee environments, including working with elected or volunteer members. • General understanding of governance frameworks and University/Guild relationship context. • Applied research and analysis skills • Effective public relations skills • Sound analytical skills • Experience with records management systems
Other relevant job information	The person may occasionally be required to work non-standard hours to suit the needs of the Guild's business activities and that of their team.
WORK REQUIREMENTS	
• Criminal record check • Ongoing rights for working in Australia • Ability and capacity to work outside of normal office hours when required.	
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
Guild Values and Code of Conduct: You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit here. Occupational Safety and Health At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action. Diversity, Equity, Equality and Fairness You are expected to value and celebrate diversity, and to: • Cultivate a community which enables its members to achieve their full potential • Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity <u>You</u> must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.	