


JOB DESCRIPTION

Position Title	Governance Officer	
Division / Portfolio	Corporate Services	
Position Number	3405	
Salary Agreement/Award	Curtin Student Guild Enterprise Agreement	
Position Classification	Level 5	
Nature of Employment	Part-time or Full- time negotiable	
Reporting Structure	This position reports to Managing Director 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	<p>The Governance Officer is responsible for supporting the effective governance and compliance functions of the Guild by providing high-quality company secretarial and administrative services to the Guild Council executive, its Committees, and Management. The role ensures the Guild operates in accordance with its Governing Documents, regulations, policies, and relevant legislative requirements.</p> <p>This position plays a key role in maintaining transparent and accountable governance practices, assistance with coordinating meetings and documentation, managing records and statutory filings, and supporting elected student representatives and senior management to meet their governance and compliance obligations.</p> <p>The Governance Officer contributes to the integrity, efficiency, and continuous improvement of the Guild’s governance framework to enable strong decision-making and effective student representation.</p>	

KEY DUTIES AND RESPONSIBILITIES

Responsibilities may include but are not limited to:

- Provide governance and secretariat support across key initiatives and governance activities, such as secretarial services and governance support to the elected Guild President, Secretary, Chair of Guild Council and Managing Director:
 - Maintenance of all governance registers
 - Board/Committee Support, Compliance Monitoring, and Governing Documents, By-Laws responsibilities.
 - Monitoring compliance with legislative obligations.
 - Maintenance of the Guild's Governing Documents, By-laws, and other governing instruments as required.
 - Developing and maintaining a risk register and compliance framework.
 - Ensuring policies and procedures are current, reviewed regularly, and accessible to Council members, staff and students.
 - Administrative support with strategic and operational governance projects
 - Coordination and management of minute taking for Council and Council committees
- Supporting the Managing Director with the planning, coordinating and operation 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 corporate portfolio team and assist in the development and implementation of policies, procedures, and operational improvements.
- Foster strong relationships and partnerships across the Guild and University community.
- Maintain awareness of industry trends and developments to inform continuous improvement.
- Perform other duties as directed, aligned with the scope of the role.

CRITERIA

Qualifications	<ul style="list-style-type: none"> • Completion of a Certificate IV or Diploma in Business, Governance, or related field, or equivalent relevant experience.
Knowledge, Experience and Skills	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated training or knowledge in governance, compliance, or policy administration. • At least 2 years' experience in a similar governance role. • Experience in maintaining governance records. • Experience in policy review and compliance monitoring. • Demonstrated ability to maintain confidentiality and exercise discretion. • Highly developed oral, written and interpersonal communication skills • Experience in office administration • Excellent time management practices, organisational and administrative skills

	<ul style="list-style-type: none"> • Computer literacy, with demonstrated skill in the use of Microsoft Office and Adobe Suite • Strong attention to detail and accuracy • Highly developed planning and organisational skills. • Understanding of governance frameworks, board/committee processes, and policy development. <p>Desirable</p> <ul style="list-style-type: none"> • Degree in Business, Law, Governance, or Public Administration. • Eligible for membership of the Governance Institute of Australia. • Completion (or willingness to undertake) Governance Institute of Australia courses (e.g., Certificate in Governance and Risk Management). • Experience in a tertiary education, not-for-profit, or member-based organisation. • Exposure to board or committee environments, including working with elected or volunteer members. • Understanding of governance frameworks and University/Guild relationship context. • Experience in working within a Tertiary Education environment • Project management experience • Effective public relations skills • Sound analytical skills • Experience with records management systems such as “M-Files”
Other relevant job information	<p>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.</p> <p>Whilst the role will report directly to the Managing Director, the role will also take instruction from the Guild President, Council Chair and Secretary with respect to Board governance administration duties.</p>
WORK REQUIREMENTS	
<ul style="list-style-type: none"> • Criminal record check • Ability and capacity to work outside of normal office hours when required. 	
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
<p>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.</p> <p>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</p>	

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

You must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.