


## JOB DESCRIPTION

<b>Position Title</b>	Governance Officer	
<b>Division / Portfolio</b>	Corporate Services	
<b>Position Number</b>	3405	
<b>Salary Agreement/Award</b>	Curtin Student Guild Enterprise Agreement	
<b>Position Classification</b>	Level 5	
<b>Nature of Employment</b>	Part-time / Full-time negotiable	
<b>Reporting Structure</b>	<b>This position reports to</b> General Manager Corporate Services (or other role designated by the Managing Director)	
	<b>Positions reporting to this position</b> Nil	
<b>Our Mission</b>	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
<b>Our Vision</b>	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.	
<b>Our Values</b>	Autonomy   Equity   Accountability   Community   Sustainability	
<b>Purpose of Position</b>	<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 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.
  - Council/Committee support in monitoring legislative and compliance obligations against Governing Documents and By-Laws responsibilities.
  - Maintenance of the Guild's Governing Documents, By-laws, and other governing instruments as required.
  - Providing advice on the Guild's Governing Documents, By-laws, and other governing instruments to Council representatives and Guild staff.
  - Maintenance of all governance registers (for example, delegations, action items, resolutions & interpretations registers)
  - Coordination and management of minute taking for Council and Council committees
  - Develop and 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 management of information in line with legislative obligations
  - Support for induction, planning and execution for new elected representative including assisting with on-boarding and off-boarding of representatives
  - Administrative support with strategic and operational governance projects
  - On direction of the authorised Guild Council Executive member or Committee, distributing outcomes of meetings via publications of minutes, agendas reports and notices.
- Supporting the General Manager of Corporate Services 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 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.
- 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

- Completion of a Certificate IV or Diploma in Business, Governance, or related field, or equivalent relevant experience.

<p><b>Knowledge, Experience and Skills</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding of governance frameworks, board/committee processes, and policy development.</li> <li>• Demonstrated training or knowledge in governance, compliance, or policy administration.</li> <li>• At least 2 years' experience in a similar governance role.</li> <li>• Experience in maintaining governance records.</li> <li>• Experience in policy review and compliance monitoring.</li> <li>• Demonstrated ability to maintain confidentiality and exercise discretion.</li> <li>• Highly developed oral, written and interpersonal communication skills</li> <li>• Experience in office administration</li> <li>• Excellent time management practices, organisational and administrative skills</li> <li>• Computer literacy, with demonstrated skill in the use of contemporary computing applications</li> <li>• Strong attention to detail and accuracy</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Degree in Business, Law, Governance, or Public Administration.</li> <li>• Australian Institute of Company Directors (AICD) – Graduate of the AICD company director's course.</li> <li>• Experience in a tertiary education, not-for-profit, or member-based organisation.</li> <li>• Exposure to board or committee environments, including working with elected or volunteer members.</li> <li>• Understanding of governance frameworks and University/Guild relationship context.</li> <li>• Applied research and analysis skills</li> <li>• Effective public relations skills</li> <li>• Sound analytical skills</li> <li>• Experience with records management systems</li> </ul>
<p><b>Other relevant job information</b></p>	<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 General Manager Corporate Services, the role will also take instruction from the Guild President, Council Chair and Secretary with respect to Board governance administration duties.</p>
<p><b>WORK REQUIREMENTS</b></p>	
<ul style="list-style-type: none"> <li>• Criminal record check</li> <li>• Ongoing rights for working in Australia</li> <li>• Ability and capacity to work outside of normal office hours when required.</li> </ul>	

## **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

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