



## **Director, Governance and University Secretary**

Candidate Information Pack  
Position 0000012422

**une**  
University of  
New England



## Acknowledgement of Country



The University of New England (Armidale campus) acknowledges that we are on the country of the Anaiwan people; recognising their continuing connection to this land, water and community; who for thousands of generations, have exchanged their knowledge for the benefit of all; and are the traditional custodians of the ancestral land of where we work and live. We also pay our respect to their Elders past, present and emerging.

# Director of Governance and University Secretary

**Department/Business Unit:** Governance

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**Position Number:** 0000012422

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**Classification Level:** Executive Contract

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**Location:** Armidale Campus

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**Reports to:** UNE Council and Vice Chancellor and CEO

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**Number of direct reports:** 4

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**Date Classified:** March 16, 2023

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## University of New England

The University of New England (UNE), Armidale is a regionally based, globally networked university renowned for the quality of its student experience and the excellence of its research specialisations. UNE pioneered teaching to external students making it the most experienced provider of distance and innovative online education.

The UNE decadal strategic plan [Future Fit 2021-2030](#), has been developed to guide the University to deliver on its enduring vision to support the aspirations of individuals in communities, and communities within regions, in a digital age.

## The Pillar/Division

The Vice-Chancellor's office is responsible for the University's effective strategic and operational management to achieve its objectives. The Governance Teams report into the VC's Office and Council.

## Accountability

The Director, Governance and University Secretary (DGUS) reports to the University Council, through the Chancellor, on matters pertaining to the governance of the University. In addition, the position supports the Deputy Chancellor and Chairs of Committees.

The position reports to the Vice-Chancellor and CEO on matters pertaining to the management and operations of the University concerning policy, compliance, and risk functions and the Secretariat supporting the University Governance structures.

The University and its controlled entities will require the DGUS to act in a manner consistent with these duties and the effective, ethical management and governance of the University and its subsidiary entities.

# The Role

The DGUS position is responsible for coordinating the executive governance functions of the University. In addition, it has executive management responsibility for the Governance, Policy, Risk, Compliance, Records Management, and Secretariat functions and requirements of the University.

The DGUS serves as the University's Secretary and Secretary to Council. The office holder has the functions set out in the University Secretary Rule. In addition, the DGUS may be appointed to act as Company Secretary to a controlled entity of the University; in this capacity, the DGUS reports to the board of directors of the controlled entity.

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*If you are interested in an institution that intends to redefine the nature of university learning and discovery, then this position at the University of New England is for you.*

## Key Responsibilities

1. Provide leadership in the management of the Office of the DGUS to ensure that the University meets its statutory obligations and that the operations of the office and the functions it supports are continuously improved.
2. Maintain and assist in reviews of the corporate governance framework to facilitate the University and Council meeting its functions, for example, the University of New England Act.
3. Fulfil the duties of Secretary to Council as defined by legislation, and ensure that the Council meets its statutory obligations in relation to reporting on financial, compliance and governance matters.
4. Ensure the provision of quality Secretariat support to the Chancellor and University Council and Council committees.
5. Provide leadership of the University's records management and risk management functions to ensure they are discharged according to applicable regulatory requirements and industry best practice.
6. Provide leadership for the University's policy and governance framework and function, particularly for review and continuous improvement of the framework and the suite of University rules and policies.
7. Provide strategic support and substantial advice to the VC and CEO, and across senior management, on all matters pertaining to the governance of the University.
8. Secure advice for Council and VC/CEO on legal matters as required.
9. Secure advice for the VC/CEO on the administration of applications for information under the Government Information (Public Sector) Act as required.
10. Provide or obtain high-level advice on the impact of relevant legislation which affects the University, for example, the University of New England Act and By-Laws, as well as provide advice and interpretation of the University's rules, regulations and policies.
11. Set realistic and challenging performance goals and standards for individual staff members contributing to the Director Governance portfolio.
12. Ensure knowledge of the Rules, Policies and Procedures of the University (available on the University website) is maintained and abide by them as they are amended, varied or replaced from time to time.

***Note:** It is not the intention of the position statement to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*

## How you will be assessed for the role

The UNE Core Capability Framework describes six core capabilities for all staff at UNE. Your merit will be assessed based on the demonstration of all or most of the following UNE core capabilities as they relate to the role:

- Shapes and Supports Strategy
- Leads and is Open to Change
- Acts with Courage and Integrity
- Delivers and Achieves Results
- Develops and Maintains Relationships
- Communicates with Influence

You will also need to exhibit the knowledge, educational requirements, skills and attributes required for the position.



## Selection Criteria

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1. Professional experience within a large public or private sector organisation, with a specific focus on corporate governance.
  2. Demonstrated understanding of and ability to interpret legislation, policies, rules, regulations and procedures, specifically those pertaining to the Higher Education sector and this position.
  3. Demonstrated transformational leadership, planning and organisational skills in the management, administration and continuous improvement of governance functions and the secretariat functions for committees and/or boards.
  4. Demonstrated a high level of knowledge and experience in corporate administration and governance through committees and/or boards.
  5. Demonstrated highly developed interpersonal skills, including acumen, discretion, sound judgement and the ability to maintain confidentiality at the highest level.
  6. Demonstrated high-level policy development, report writing and analytical skills with the ability to liaise at a high-level regarding governance issues.
  7. Demonstrated ability to work as part of a team and to develop and maintain sound working relations with key stakeholders.
  8. Desirable criteria – Practising certificate entitling the holder to work as a legal practitioner in NSW.
  9. Demonstrated Risk Management capability.
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# Core Capabilities

## Leading UNE Strategy (Senior Executive Team)

Capability	Definition	Behaviours
<b>Shapes and Supports Strategy</b>	Shapes and drives long term strategies in response to the changing nature of the University academic and business context.	<ul style="list-style-type: none"> <li>• Sets and drives the strategic framework and priorities.</li> <li>• Promotes the University’s vision and conveys a compelling picture of the future.</li> <li>• Anticipates future impacts within the University environment and capitalises on innovative solutions.</li> <li>• Analyses strategic risks and critically assesses information and advice from a variety of sources.</li> <li>• Builds shared ownership.</li> </ul>
<b>Leads and is Open to Change</b>	Leads change and models behaviour that embraces innovation and continuous improvement.	<ul style="list-style-type: none"> <li>• Clearly articulates the need for change, explains the benefits and desired outcomes encouraging the contributions of others .</li> <li>• Builds shared ownership through openness to diverse views.</li> <li>• Displays resilience when experiencing setbacks and confidently establishes a course of action.</li> <li>• Encourages new approaches to problems</li> <li>• Drives a culture of continuous improvement and positive view of change.</li> </ul>
<b>Acts with Courage and Integrity</b>	Acts in the best interests of the University and takes personal responsibility for achievement of outcomes.	<ul style="list-style-type: none"> <li>• Models honest and ethical behavior and gains trust and respect.</li> <li>• Takes responsibility for own behaviour and consequences.</li> <li>• Makes tough decisions when faced with conflicting views acting in the best interests of the University.</li> <li>• Defines expectations and holds others accountable.</li> <li>• Displays self-awareness and understands own strengths and weaknesses.</li> <li>• Values diversity and creates an environment that is inclusive.</li> </ul>
<b>Delivers and Achieves Results</b>	Delivers intended results achieving excellence in outcomes for students, staff and other stakeholders.	<ul style="list-style-type: none"> <li>• Effectively promote University objectives and expected outcomes.</li> <li>• Drives organisational achievement of quality outcomes.</li> <li>• Fosters a culture of collaboration and knowledge sharing to achieve University outcomes.</li> <li>• Acts to remove barriers to successful achievement of outcomes.</li> <li>• Displays judgement and wisdom in decision-making and responds in a timely manner.</li> </ul>
<b>Develops and Maintains Relationships</b>	Establishes rapport with diverse groups and harnesses the talents of others.	<ul style="list-style-type: none"> <li>• Cultivates networks and liaises with a broad range of stakeholders.</li> <li>• Establishes partnerships and leverages industry relationships.</li> <li>• Gains cooperation and builds trust with others.</li> <li>• Establishes a culture of high performance ensuring the attraction, development and retention of talented people.</li> <li>• Empowers others and encourages initiative.</li> <li>• Ensures a healthy and safe workplace for all.</li> </ul>
<b>Communicates with influence</b>	Considers differing views of others and works constructively to build common ground.	<ul style="list-style-type: none"> <li>• Communicates information clearly and consistently using a variety of mediums creating a common understanding.</li> <li>• Explains complex information using language appropriate for the audience.</li> <li>• Listens and anticipates view points and engages persuasively.</li> <li>• Applies sound judgement when negotiating mutually acceptable solutions.</li> </ul>



