Australian National University

Position Description

College/Division:	The University Governance Office
Faculty/School/Centre:	UGO
Position Title:	Deputy University Secretary
Classification:	ANU Senior Manager Level 2
Position No:	35263
Responsible to:	University Secretary
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	ID: 000220, Cluster 4

PURPOSE STATEMENT:

The Deputy University Secretary supports the University Secretary in leading and strengthening the University's governance frameworks and functions.

The position provides strategic advice to the University Council, Council Committees, senior executives and key stakeholders on governance, accountability, compliance and institutional decision-making. It oversees the delivery of governance services, drives continuous improvement initiatives, and helps ensure the University's governance arrangements support its strategic objectives.

The Deputy University Secretary acts for the University Secretary as required and plays a key role in fostering effective relationships between the Council, its Committees and the University's executive leadership.

Position Dimension & Relationships:

The Deputy University Secretary reports to the University Secretary and exercises a high degree of professional judgement, initiative and independence.

The position works closely with:

- The Chancellor and Council members
- Council Committee Chairs and members
- The Vice-Chancellor and President
- Provost, Deputy Vice-Chancellors and members of the Executive
- Academic and professional leaders across the University
- External regulators and governance stakeholders

The position leads a team responsible for governance and secretariat services in support of the Council and its Committees and contributes to the strategic leadership of the Governance Office.

Role Statement:

Under broad direction, the Deputy University Secretary will:

- Provide strategic advice to the University Secretary, University Council, Council Committees and senior leaders on governance, accountability, compliance and decision-making.
- Oversee governance and secretariat services for the University Council, Council Committees and other governing bodies, ensuring high standards of governance practice
- Lead governance reviews, reform programs, process improvements and other strategic initiatives.
- Maintain and enhance the University's governance framework, including statutes, rules, delegations, policies, charters and related instruments.

- Coordinate governance planning, reporting, compliance and assurance activities, ensuring effective oversight of institutional obligations and risks.
- Prepare and oversee high-quality reports, submissions, briefings and advice on complex governance, policy and organisational matters.
- Build and maintain effective relationships with Council members, Committee Chairs, senior executives and other stakeholders to support informed decision-making.
- Lead and develop the Governance team, including workforce planning, capability development, performance management and resource allocation.
- Represent the University Secretary on committees, working groups and strategic projects, and exercise delegated authority when acting in the role.
- Contribute to the leadership of the Governance Office and the achievement of University priorities through the provision of expert advice and professional services.
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Postgraduate qualifications in governance, law, public administration, business or a related field, with demonstrated experience in governance, secretariat, policy or advisory functions within a complex organisation; or an equivalent combination of relevant experience and training.
2. Demonstrated organisational and project management skills, including the ability to manage competing priorities, strategically prioritise workloads and deliver high-quality governance services, projects and outcomes within tight timeframes.
3. Highly developed written and verbal communication skills, including demonstrated experience preparing high-quality governance papers, reports, minutes, briefing materials, correspondence and other governance documentation for senior decision-makers.
4. Strong analytical, research and problem-solving skills, with the ability to interpret complex issues, analyse information from multiple sources and provide sound, evidence-based advice and recommendations.
5. High-level interpersonal, liaison and consultation skills, with demonstrated integrity and experience building productive relationships, maintaining stakeholder trust, exercising sound judgement and influencing outcomes with senior stakeholders.
6. Demonstrated advanced computer literacy, including proficiency in the Microsoft Office suite and experience using enterprise information systems, governance systems and databases.
7. A demonstrated understanding of equal opportunity principles and work health and safety responsibilities, and a commitment to their application in a university environment.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:	Jennifer Hutchinson	**Date:**	November 2026

References:

Professional Staff Classification Descriptors

Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

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Position Title	Deputy University Secretary	**Classification**	ANU Senior Manager Level 2
Position No.	35263	**Reference No.**	564417

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☒
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):