Australian National University

Position Description

College/Division:	Services Portfolio
Faculty/School/Centre:	Office of the Chief Operating Officer
Department/Unit:	University Governance Office
Position Title:	Senior Governance Officer
Classification:	ANU Officer 8 (Administration)
Position No:	33592
Responsible to:	Deputy University Secretary
Number of positions that report to this role:	0
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Senior Governance Officer supports the University's governance and assurance functions through the provision of high-quality secretariat services, governance advice and stakeholder support to key decision-making bodies, including Council committees.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The University Governance Office (UGO) is responsible for coordinating the governance and assurance functions of the University, principally through advice and support to the Council, Council Committees, and Academic Board and its sub-committees. UGO manages the governance frameworks of ANU which include legislation, policy and delegations of authority and administers the University's legislative obligations under the *Freedom of Information Act 1982* (Cth) and *Privacy Act 1988* (Cth).

Reporting to the Deputy University Secretary, the Senior Governance Officer delivers high-quality secretariat services and governance support to Council committees. The position works as part of a specialist governance team providing procedural advice, committee support and governance services across the University. The role maintains effective working relationships with the Director, Governance, members of Council committees, University staff and a range of internal and external stakeholders.

Role Statement:

Under broad direction, the Senior Governance Officer will:

- Provide high-level professional secretariat services to University governance bodies, including preparation of agendas, minutes, meeting papers, forward work plans, committee membership administration and self-assessment processes.
- Provide procedural and governance advice to committee chairs and members.
- Support the administration of governance functions including policy management, delegations, disclosures of interest, freedom of information and privacy matters.
- Act as a key point of liaison between the University Governance Office and stakeholders, including Council and Council Committees, the Offices of the Chancellor and Vice-Chancellor, the University Executive and the broader University community.
- Coordinate and maintain governance documentation, records and reporting requirements to support effective decision-making.
- Develop and deliver governance-related training, inductions and guidance materials.
- Build and maintain productive relationships with internal and external stakeholders and provide governance advice across the University.
- Contribute to continuous improvement initiatives to enhance governance processes, systems and practices. Based on existing requirement for innovative approaches and process improvement.

- 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, or progress towards postgraduate qualifications, with substantial relevant experience in governance-related roles, or an equivalent combination of relevant experience and education/training.
2. Demonstrated high-level organisational skills and the ability to manage competing priorities, strategically prioritise workloads and consistently deliver high-quality services, projects and initiatives within tight timeframes.
3. Demonstrated highly developed written and verbal communication skills, including extensive experience preparing high-quality committee papers, reports, minutes, correspondence and other governance documentation.
4. Demonstrated analytical, research and problem-solving skills, including the ability to identify opportunities for improvement, analyse information from multiple sources and provide evidence-based recommendations.
5. Highly developed interpersonal, collaboration and influencing skills, with demonstrated ability to build productive relationships, exercise sound judgement and work effectively with senior stakeholders.
6. Demonstrated advanced computer literacy, including proficiency in the Microsoft Office suite and experience using enterprise information 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:**	2 November 2026

References:

Professional Staff Classification Descriptors

Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Services Portfolio	**Dept/School/Section**	Office of the Chief Operating Officer
Position Title	Senior Governance Officer	**Classification**	ANU-08 (Admin)
Position No.	33592	**Reference No.**	

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):
Nil

OTHER POTENTIAL HAZARDS (please specify):
Nil