

Position Description – Governance Officer

2 February 2026

POSITION DETAILS	
Portfolio	<i>Portfolio of the Vice Chancellor</i>
Organisational Unit	<i>Office of the Vice Chancellor</i>
Supervisor (Title)	<i>General Counsel and University Secretary</i>
Classification	<i>Higher Education Officer Level 7</i>
Employment Type	<i>Continuing, Full-time</i>

POSITION SUMMARY
<p>Under broad direction, the Governance Officer supports the effective operation of the University Council, Academic Senate and their subcommittees, by coordinating meetings, taking minutes, preparing governance documentation and maintaining accurate records and compliance information. The role ensures smooth governance processes through clear communication, efficient logistics and proactive stakeholder support.</p> <p>This role also maintains the University's policy and delegation's library, assists policy owners, ensures governance documents remain current and consistent, and contributes to other important governance and policy projects. The role will also handle Freedom of Information enquiries (following training being provided).</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders University are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Governance Officer is accountable for:

1. Supporting the Senior Governance Officers to ensure the effective and efficient operation of Council, Academic Senate and their sub-committees, including:
 - Attending meetings and taking accurate and appropriate minutes.
 - Communicating with members and organising meetings, including providing logistical support.
 - Preparing, reviewing and disseminating agendas, papers, delegations and reports.
 - Maintaining governance records, training materials, registers, workplans, checklists, calendars and compliance information.
 - Conducting elections and supporting recruitment processes.
 - Liaising with members and staff who interact with Council and its committees,
2. Supporting the Senior Policy and Projects Officer to ensure the effective operation of the University's policy framework, including:
 - Maintaining and improving the policy and delegations libraries.
 - Preparing regular and timely reports to policy owners, Council and its committees.
 - Providing accurate advice to policy owners on best practice approaches to policy.
 - Ensuring policies are up-to-date and consistent with the University's standards.
 - Drafting and reviewing policies.
3. Maintaining accurate records, registers and compliance information relating to the University's external entities.
4. Contributing to a range of governance and policy related projects as directed.
5. Managing and responding to Freedom of Information requests (following appropriate FOI training), as well as responding to policy and conflict of interest queries.
6. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of degree or relevant technical area / or equivalent relevant experience and education / training.
- Demonstrated experience in, and understanding of, governance practices and principles.
- Well-developed to high level interpersonal, written and oral communication skills including the ability to negotiate and liaise with a broad range of stakeholders.
- Demonstrated ability to prepare complex correspondence, papers, briefings, minutes and reports with a high degree of accuracy and attention to detail.
- Demonstrated ability to prioritise tasks, exercise initiative, maintain attend to detail and meet deadlines.
- Demonstrated ability to use sound judgement and effectively manage sensitive situations.
- Competency in using a range of computer applications, including word-processing, Excel, Teams and Zoom, and accessing information from websites, spreadsheets and databases.
- Willingness to undertake training and become accredited as a Freedom of Information Officer.
- Understanding of the Australian higher education sector (*desirable*).