

# ANZSOG

<b>POSITION TITLE</b>	Governance and Secretariat Manager
<b>POSITION TERM</b>	Ongoing contract
<b>FUNCTION / DEPARTMENT</b>	Office of the Dean & CEO
<b>REPORTING MANAGER</b>	Company Secretary
<b>No. DIRECT REPORTS</b>	-
<b>LOCATION</b>	Melbourne, Sydney, Brisbane, Canberra
<b>APPROVED BY</b>	Dean & CEO
<b>APPROVAL DATE</b>	<b>DRAFT</b> 31 July 2024

## ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established to build public sector capability and deliver public value. The School delivers education programs, research, and advisory services to support effective, ethical public administration and public policy. It brings together academic and practitioner experts from across our member jurisdictions and around the world to address current government and public sector learning and development needs, and anticipate and address future government and public sector challenges.

ANZSOG's members are the national governments of Australia and Aotearoa New Zealand, all Australian State and Territory governments, and leading Australian and Aotearoa New Zealand universities. Members are closely interwoven into the School's governance, programs and operations.

## ABOUT THE POSITION

The Governance and Secretariat Manager is a new position, reporting to the Chief of Staff & Company Secretary, and working closely with the Dean & CEO, ANZSOG executive team and Board and Board Committee chairs to achieve School governance objectives.

The position facilitates pro-active and effective management of the School's corporate governance groups. Key responsibilities include handling secretariat functions for Board, committee and executive team meetings; support and advice to directors, committee members and School staff to acquit and continuously improve how we meet governance oversight and management obligations; and maintaining compliance with Australian Charities and Not-for-Profits Commission (ACNC) and Australian Securities and Investments Commission (ASIC) regulatory schemes.

The Governance and Secretariat Manager is also responsible for building and sustaining relationships with ANZSOG's institutional members to support positive and purposeful engagement with the School. This includes investing in relationships with the offices of

institutional member representatives; contribution to School wide planning and strategic decision making; confidently representing the School to institutional members; and analysis and presentation of member insights to drive future activity and continual improvement.

By supporting the Chief of Staff & Company Secretary, the position will serve as a trusted source of advice and options to ANZSOG members, the Dean & CEO and staff across the School on governance and member liaison matters. The Governance & Secretariat Manager will have a high level of drive, integrity and accountability, and be eager to identify and respond to new and emerging strategic and operational issues. They will have well-developed verbal and written communication skills, be confident in negotiating with and influencing others, take initiative and be capable of working with limited supervision, and exercise sound judgement in taking a whole of School approach in supporting initiatives carried out by the Office of the Dean & CEO.

## **ACCOUNTABILITIES**

Responsibilities of this role encompass:

- **Board and Committee management:** Uses professional knowledge and administrative management skills to lead activities that ensure effective running of the Board, committees and internal governance meetings. This will include liaison with Dean & CEO, Board Chair and ANZSOG staff to produce timely, accurate and informative agendas, minutes and meeting packs; scheduling and planning meetings; and maintaining board records. Responsibility extends to preparing briefing material for the Dean & CEO, Board Chair and committee chairs, and coordination of director induction and records management.
- **Governance compliance:** Actively applies their technical and policy knowledge and experience to support ANZSOG operate in a transparent and accountable matter, consistent with our Constitution and Members Agreement and entity reporting obligations. This position will carry out most of the School's interactions with our corporate regulators, consistent with School policy and parameters agreed with the Company Secretary.
- **Institutional Member Engagement:** Initiates and maintains effective and nuanced relationships with institutional member representatives to better understand member interests, priorities and operating environment. This will include representing ANZSOG to principal representatives and staff in their offices. Insights from engagement inform practice and products, are used to brief and advise colleagues, and generate options for better engagement, collaboration and coordination with members.
- **Project management:** Exercises autonomy and initiative in managing discrete projects to support the Board, executive team, or Dean & CEO. This includes managing ANZSOG's internal audit partnership and program, reporting to the Finance, Audit and Risk Management Committee. Projects are likely to involve navigating sensitive and complex issues and relationships, managing staff and budgets, creative approaches to adapt to changing organisational environments, and coordinating inputs from across the School.
- **Behaviour and Ethics:** Demonstrates high ethical standards, ensuring transparency, accountability and compliance with legal, regulatory and policy requirements in all activities. Behaves in a way that models ANZSOG's values of excellence, collaboration, integrity and respect.

## **SKILLS & ATTRIBUTES**

- Demonstrated strategic planning and management skills, including prioritising work, managing competing interests, and managing self to meet delivery expectations to deadline.
- Proven member and stakeholder liaison and management capability, particularly with very senior level representatives.
- Well-developed verbal and written communication skills, with an ability to collect, analyse and distil information for decision makers, and strong interpersonal capability in representing ANZSOG within set parameters.
- Reputation for a commitment to practice that ensures accuracy, quality, credibility, collaboration, teamwork, creative problem-solving and a desire to learn, develop and keep improving.
- Exhibits high levels of integrity, professionalism, sound judgment and ethical behaviour.

## **QUALIFICATIONS/EXPERIENCE**

- A minimum of 5 years working experience in governance, regulatory or related roles, with a track record of successful engagement with senior level stakeholders.
- A tertiary qualification is required, with a preference for Public Policy, Political Science, Economics, Business Administration, Law, or similar field.
- Previous experience managing a secretariat function. Experience serving a multi-member committee or group will be highly regarded.

## **ANZSOG VALUES**

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.

## **WORKING ARRANGEMENTS**

If the Governance & Secretariat Manager is based outside of Melbourne, it is expected that they will be able and prepared to travel to Melbourne as needed, and at a minimum for Board meetings (4 per year).

Occasional out of hours work or travel may be required, specifically to meet deadlines and issue meeting papers.

Consideration will be given to the role being undertaken on a part time basis (minimum 0.6; but ideally full time or 0.8 FTE) and a job share arrangement will be considered.