EMPLOYMENT OPPORTUNITY

UNIVERSITY SECRETARY

The University of Divinity seeks to recruit a University Secretary to commence immediately. This is a full-time role working within the Office of the Vice Chancellor.

APPLICATIONS

Closing date for applications: 5pm on Wednesday 16 November 2016

Applications must include:
- A cover letter addressing the selection criteria
- A curriculum vitae
- Contact details for three referees

Send applications electronically to: Cate Headey
Office Manager
cheadey@divinity.edu.au
POSITION DESCRIPTION

UNIVERSITY SECRETARY

About the University

The University of Divinity was established in 1910 by the Melbourne College of Divinity Act of the Parliament of Victoria. In 2012 it achieved university status as the first (and only) Australian University of Specialisation. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University’s Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are 16 permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne’s inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville.

For more information please see www.divinity.edu.au.

Copies of Annual Reports are available at:

www.divinity.edu.au/university-of-divinity/governance/annual-reports/

About the University Secretary

The University Secretary, a new position, reports directly to the Vice-Chancellor. The University Secretary is responsible for the administration of all University meetings, in particular the Council, the Academic Board, and their committees. Through ensuring robust governance and administrative processes and promoting effective outcomes, the University Secretary supports the University to deliver its vision, mission, and strategy.

The University Secretary supports the Chancellor, the Vice-Chancellor, the Chair of the Academic Board, committee Chairs and senior staff in the Office of the Vice-Chancellor in assembling and distributing meeting papers and minutes, and ensuring that high quality secretarial support is provided for major reviews and working groups. The University Secretary is responsible for the University’s document management system, for the timely and accurate publication of University regulations and policies, and for board and committee memberships and communications. Support for the role is provided by the Executive Assistant to the Vice-Chancellor and the Events and Communications Manager.

The role is available for immediate commencement, or at a start date arranged by negotiation with the successful candidate.
POSITION DESCRIPTION: UNIVERSITY SECRETARY

1. **Key responsibilities**

1.1 Provide governance support to the Chancellor, Vice-Chancellor, and the Chair of the Academic Board.

1.2 Direct administrative support for the Council and the Academic Board, their committees and working groups, that delivers efficient processes and effective outcomes.

1.3 Oversee the preparation of agendas, meeting papers, and minutes for all University meetings in a timely and accurate manner that serves the University’s vision and mission.

1.4 Oversee the preparation of the University’s Annual Report to the Parliament of Victoria.

1.5 Draft major reports including reviews of Colleges and courses, as required.

1.6 Manage the recording and publication of the University’s Regulations, Determinations, and Policies on the University website.

1.7 Develop and maintain the University’s document management system and keep accurate records of all University meetings.

1.8 Undertake other tasks as reasonably required by the Vice-Chancellor.

2. **Key working relationships**

The University Secretary:

2.1 Reports to the Vice-Chancellor.

2.2 Works with the Chancellor and members of the University Council and its Committees in relation to Council business;

2.3 Works with the Chair of the Academic Board and members of the Academic Board and its Committees in relation to Academic Board business;

2.4 Oversees and supports other members of staff with secretarial duties in the Office of the Vice-Chancellor, especially the Executive Assistant to the Vice-Chancellor.

3. **Selection criteria**

- A degree in a relevant discipline.
- Advanced expertise in use of Microsoft Office products.
- Outstanding verbal and written communication skills.
- Extensive experience in providing secretarial support at a senior level.
- Demonstrated ability to establish good working relations with a wide range of colleagues and external stakeholders.
- Demonstrated ability to handle sensitive and confidential information with the highest degree of probity and integrity.
- Demonstrated ability to solve problems and to drive improvements.
- Experience in the implementation of document management systems.
- Familiarity with higher education governance and administration.

4. **Key Performance Indicators**

Ongoing and annual KPIs will be negotiated with the successful candidate.

5. **Terms and conditions**

The University Secretary is a full-time position based in Kew, Victoria. This is an ongoing appointment, subject to satisfactory completion of a three-month probationary period and to satisfactory performance. The position will be remunerated under the *Higher Education Industry - General Staff* award on the University’s salary scale in the band from HEW 7.1 to HEW 8.1 ($86,801 - $97,657 plus 15% superannuation), depending on the experience and qualifications of the successful applicant.