



Position Description

Position Title: Executive Officer - Governance	Classification: Bond Level 5
Faculty/School/Office: Chancellery	Date Position Classified /Updated: January 2026

Purpose of the Position:

This position will provide high level governance support to the Company Secretary and General Counsel, and as required to the Chancellor, members of Council and the Vice Chancellors Office. This role will undertake an extensive liaison role internally and externally and provide initial contact for organisations and individuals in their communication with the Company Secretary and General Counsel, the Chancellor and members of Council.

The Executive Officer will be responsible for coordinating reports and drafting correspondence on behalf of the Office. The role will also maintain Council and Committee membership records, prepare and distribute agenda papers and undertake minute taking as required, as well as follow up on action items. From time to time, the role will undertake special project work as requested and this could include gathering and analysing relevant data for reports and papers.

The position also monitors expenditure for the Office and provides executive support as required.

Reporting Relationship:

The Executive Officer - Governance reports directly to Company Secretary and General Counsel.



Selection Criteria:

- Tertiary qualifications in a relevant area and 5 years relevant experience.
- Demonstrated political acumen to work in an executive level office environment. Ability to represent executives with tact and discretion at all levels and professional skills to handle sensitive or difficult situations diplomatically.
- Excellent interpersonal skills.
- Ability to deal with and maintain highly confidential information.

- High level of organisational and administrative skills demonstrated by ability to work on tasks with competing deadlines and to establish goals and workload priorities and flexibility in dealing with people and competing demands.
- Excellent writing, editing and proofreading skills, accuracy and attention to detail.
- Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities. Ability to accept responsibility for decisions and actions.
- Numeracy skills
- Logistic skills
- Problem solving ability
- Advanced skills in Microsoft Office suite

Desirable Criteria:

- Previous experience in a tertiary environment
- Understanding of legal documents
- Knowledge and understanding of the University and its operations and practices
- Experience in StudentOne and FinanceOne, or similar systems
- Corporate communications
- Understanding of corporate governance
- Event Management experience

Competency	Responsibility
Executive Support and Administration	<ul style="list-style-type: none"> • Provide high level support to the Company Secretary and General Counsel and ensure the smooth running of the Office. • Manage accurate diary and commitments - e.g. schedule appointments, organise meetings, travel and catering where required. • Review incoming correspondence, draft responses and provide background information where appropriate. • Deal directly with less complicated issues and general enquiries. • Assist with and take responsibility for preparation, collation and dispatch of agendas and relevant paperwork for Committees and meetings. • Records and file management • Ensure that historical Governance records are maintained • Complete digitisation of Governance records. • Organise travel and accommodation for meetings interstate or overseas. • Liaise with external bodies such as other Universities, Universities Australia, Government bodies, Members of Parliament, media, lawyers and members of the community. <ul style="list-style-type: none"> ○ Assist in managing the logistics of the ceremonial aspects of Graduation ceremonies and other University ceremonies and events. • Organise catering and functions as required, including VIP events and assist at graduation ceremonies, if required (which may be held after hours or on a weekend). • Prepare presentations and speeches as required. • Research and compile information as required. • Draft routine correspondence. <ul style="list-style-type: none"> ○ When required, assist the Company Secretary in managing the University Insurance portfolio. ○ In the absence of the Insurance Manager, deal with and resolve enquiries from students and staff.

	<p>Chancellor's Office:</p> <p>Executive Support and Administration</p> <ul style="list-style-type: none"> • Chancellor's commitments will need to be managed. Liaison with the Chancellor will therefore be very important, and incumbent will be the key point of contact between the Chancellor and all areas of the University. • Ensuring that required information concerning all events related to the University is available to Chancellor, including running sheets, any speechwriting that is required plus any related travel and accommodation arrangements.
Company Secretary	<ul style="list-style-type: none"> • Provide executive support to the University Council, and sub-committees of Council • Organise and assemble agendas and other relevant documents for Council and standing and sub-committee meetings and ensure that documents are dispatched in a timely manner. • Ensure version control of draft documents is accurate and maintained • Provide administrative and organisational support to standing committees. • Ensure paperwork regarding Company details are completed accurately for the Australian Securities & Investments Commission (ASIC) and the Australian Charities and Not for Profit Commission, and in a timely manner. • Liaise with University auditors ACNC and ASIC. Lodge legal forms and annual accounts for Bond University Limited and subsidiary companies. • Manage register of University-wide contracts. • Organise and supervise elections for membership of BUL, ensuring that all documentation including candidates' bio's and voting papers are accurate and dispatched in a timely manner, and that appropriate arrangements are put in place for on-line voting. • Assemble incoming voting papers and assist the Returning Officer with the counting of votes. • Take minutes at meetings as required. • Work closely with Councillors, Members of the Company, and their offices. • Organise travel arrangements for Councillors.
General Counsel	<ul style="list-style-type: none"> • Liaise with all operational areas requiring legal advice, including assistance with formulation of a legal brief template and any other procedural documentation required to assist that process. • Create & maintain an appropriate recording and filing system for all legal matters dealt with by the General Counsel. • Maintain an up-to-date record on status, billing and expenditure on all legal matters referred externally to assist the General Counsel in managing outsourced legal advice, to facilitate proper oversight and control of allocated budget for the provision of external legal advice for the University. • Maintain General Counsel's diary and manage commitments so that meetings are properly coordinated to accommodate Company Secretarial and other commitments. • Prepare documentation/drafts as required.
HR Duties	<ul style="list-style-type: none"> • Prepare HR forms and contract letters for the office. • Liaise with Human Resources Office and Payroll.
Financial Management Duties	<ul style="list-style-type: none"> • Generate and manage purchase orders for Office

Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable). • Attend WHS meetings as required.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.