



Position Description

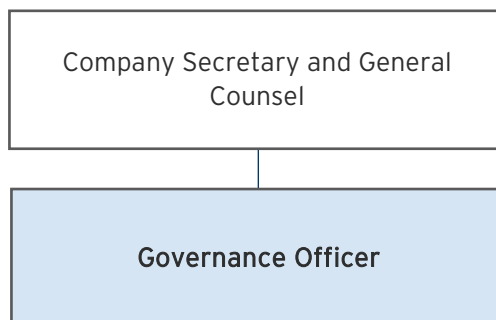
Position Title: Governance Officer	Classification: Bond Level 4
Faculty/School/Office: Chancellery	Date Position Classified/Updated: July 2026

Purpose of the Position:

Under direction, the Governance Officer will be tasked with administering governance and insurance activities across the University. The position will support the effective operation of governance frameworks through the coordination of committee processes, maintenance of governance records and registers, policy administration, reporting, and stakeholder engagement. The role will also undertake administrative activities associated with the University's insurance portfolio, including insurance renewals, claims management, record keeping, reporting and liaison with insurers, brokers and internal stakeholders. The Governance Officer provides administrative and operational support to the Company Secretary and General Counsel and the Executive Officer – Governance and undertakes other governance, risk and insurance-related activities as required.

Reporting Relationship:

This position reports to the Company Secretary and General Counsel. It will work closely with the Executive Officer – Governance on a range of administrative and operational duties.



Selection Criteria:

- Relevant degree qualification and/or demonstrated experience in governance, insurance, compliance, administration or a related field.
- Demonstrated ability to coordinate administrative processes, manage competing priorities and meet deadlines.
- Strong written and verbal communication skills, including the preparation of reports, correspondence and governance documentation.
- High attention to detail and accuracy in record keeping, reporting and document management.
- Ability to maintain confidentiality, exercise sound judgement and handle sensitive information appropriately.

- Well-developed interpersonal skills with the ability to build effective relationships with internal and external stakeholders.
- Experience supporting governance, committee, insurance, or compliance activities.
- Proficiency in Microsoft Office applications, including Word, Excel and Outlook.
- Ability to work independently and contribute effectively as part of a team.

Desirable Criteria:

- Experience within a higher education, public sector or regulated environment
- Familiarity with Insurance concepts and management.

Competency	Responsibility
Governance Administration	• Coordinate governance and committee meeting processes, including the preparation, collation and distribution of agendas, meeting papers and supporting documentation. • Maintain action registers and monitor the progress and completion of actions arising from governance and committee meetings. • Administer governance registers, records and document repositories to ensure the integrity, accuracy and accessibility of governance information. • Contribute to the administration, review and continuous improvement of governance policies, procedures and associated documentation. • Prepare governance reports, briefing materials and submissions for management, committees and governance bodies. • Monitor governance compliance requirements and support reporting activities to assist effective governance oversight.
Insurance Administration	• Support the administration of the University's insurance portfolio and associated insurance activities. • Maintain accurate insurance records, claims registers and related documentation to support reporting and compliance requirements. • Coordinate the collection, validation and submission of information required for insurance renewals, claims management and insurer reporting obligations. • Administer the lodgement and monitoring of insurance claims, maintaining records of claim status, progress and outcomes. • Liaise with insurers, brokers and internal stakeholders to facilitate the timely resolution of insurance matters and information requests. • Provide frontline advice and administrative support to stakeholders on routine insurance enquiries, claims processes and coverage-related matters. • Assist in the identification, monitoring and reporting of insurance-related risks and claims trends to support risk management and insurance decision-making.
Records Management and Stakeholder Support	• Maintain accurate and confidential governance, and insurance records. • Respond to routine enquiries and provide administrative support to internal stakeholders. • Assist with governance, and insurance projects and initiatives as required. • Work collaboratively across the University to promote effective governance processes and record management practices.
Other Duties	• Undertake other duties as reasonably directed by the Company Secretary that are consistent with the classification and responsibilities of the position. • Provide general administrative assistance to the Company Secretary and, as required to the Executive Officer - Governance.

Understanding of Quality Assurance	• 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	• 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	• 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).
Equal Opportunity and Inclusion	• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.

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.