



Position Description

Position Title: Executive Officer, Committees	Classification: Bond Level 5
Faculty/School/Office: Office of the University Registrar	Date Position Classified/Updated: September 2026

Purpose of the Position:

The Executive Officer, Committees contributes to the ongoing development of high-quality, student-focused administrative and support services at Bond University through the provision of expert executive and secretariat support to senior academic governance committees. Operating within the Academic Secretariat and working as part of a collaborative team, the position supports the effective functioning of academic governing bodies and associated committees under the broad direction of the Manager, Academic Secretariat, and the University Registrar.

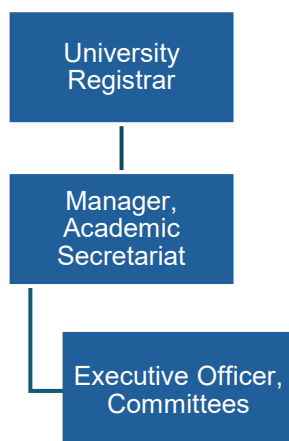
The role provides high-level administrative, secretarial and organisational support to the Manager, Academic Secretariat and shares responsibility for end-to-end secretariat services to University academic governance committees, including Academic Senate, the University Learning & Teaching Committee, Student Admission & Progression Committee, Curriculum Review Committee, and University Research Committee.

In addition, the Executive Officer, Committees contributes to the administration of formal student appeals and student misconduct processes, providing secretariat and operational support to the University Appeals Committees and the University Disciplinary Board.

The role requires the exercise of sound judgement, discretion, and confidentiality in managing sensitive matters, and a strong understanding of academic and student related University policies and procedures. The incumbent is expected to develop and maintain a thorough working knowledge of relevant regulatory provisions, policies, and procedures governing academic governance, appeals, and disciplinary matters, enabling the provision of authoritative advice and high-quality support to committee Chairs, members, senior officers of the University and other stakeholders.

Reporting Relationship:

The position reports to the Manager, Academic Secretariat.



Selection Criteria:

- Completion of at least a bachelor degree with relevant work experience, preferably in a university.
- Demonstrated experience providing high-level administrative and secretariat support.
- Proven ability to work closely with stakeholders particularly in organising the logistics and collection of relevant material, drafting reports and agendas, scheduling of meetings, minute taking and action tracking.
- Ability to establish priorities and work to deadlines under pressure.
- High-level written and organisational skills, with demonstrated ability to prepare clear, accurate, and confidential documentation while managing competing deadlines and priorities.
- Proficiency in standard office applications and electronic document management systems including Microsoft products MS Teams, Word and Excel.
- Ability to work independently and adaptively to meet changing needs with marked attention to detail.
- Ability to exercise judgement and work with minimal supervision.
- Ability to work effectively within a team and to cooperate effectively with academic and administrative colleagues.
- Ability to remain objective and impartial when dealing with student appeals and disciplinary matters.

Desirable Criteria:

- Experience supporting academic governance, disciplinary, or appeals, committees in a higher education setting.
- Knowledge of university governance frameworks, academic policies, student policies and relevant legislation or the ability to acquire such knowledge and to interpret and apply it.
- Understanding of legislative requirements of relevant statutory and regulatory compliance in the Office of the University Registrar.

Competency	Responsibility
Governance and Committee Support	• Provide end-to-end secretariat support to assigned academic governance committees. • Provide end-to-end secretariat support to the University Disciplinary Board and University Appeals Committee. • Coordinate meeting schedules, agendas, and papers in accordance with approved governance frameworks, academic policies, and legislative requirements. • Attend meetings, prepare accurate minutes and action items, and ensure timely follow up and records management. • Support the Chair and committee members by providing advice on committee procedures, quorum, and governance requirements. • Coordinate and facilitate induction activities for new student and staff members of the University Disciplinary Board and University Appeals Committee, and for new student members of academic governance committees.
Administrative and Executive Support	• Manage complex correspondence, documentation, and committee workflows with a high degree of accuracy and discretion. • Liaise professionally with senior academic staff, committee members, students, and other internal stakeholders as required. • Support the processing and tracking of confidential matters, particularly those relating to student discipline and appeals, ensuring procedural fairness and compliance. • Maintain records, registers, and document repositories in line with institutional recordkeeping standards.

Compliance and Quality Assurance	• Ensure committee operations align with University protocols. • Assist with governance reporting and continuous improvement activities relating to Academic Secretariat processes. • Contribute to the development, review, and improvement of templates, procedures, and workflows within the Academic Secretariat.
Team Contribution	• Work collaboratively within the Academic Secretariat team, sharing responsibilities across committees and providing back up support as required. • Contribute to a culture of professionalism, collegiality, and service excellence. • Undertake other duties commensurate with the role as directed by the Manager, Academic Secretariat.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contribute to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti-discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

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.