



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Associate Director, Governance
Classification/Level under the Enterprise Agreement (if applicable)	Level 10
Management Level	Senior Management / Principal Specialist
Faculty/Portfolio	Vice-President Operations
School/Division	Integrity, Legal and Governance Division
Main Location(s)	UOW Main Campus (Wollongong)
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Associate Director, Governance leads the development and continuous enhancement of the University's institutional governance frameworks, ensuring they are aligned with legislative requirements, sector best practice, the Expert Council on University Governance (ECUG) principles and UOW's Strategic Plan 2030.

The role provides expert governance advice to senior leadership, enabling high-quality and informed decision-making across the institution. It is responsible for building governance capability across UOW, embedding consistent governance practices, and driving the University's Governance Reset program. Working closely with the Associate Director, Secretariat, the role ensures that governance frameworks and Council operations are coherent, complementary and effectively integrated.

The Associate Director, Governance is distinct from the Associate Director, Secretariat — while the Secretariat role focuses on the operational delivery of Council and committee services, this role focuses on the governance architecture, policy frameworks and capability uplift that underpin how the University governs itself.

Position Environment

The Integrity, Legal & Governance (ILG) Division provides the University with the legal, governance, integrity and assurance capability required to meet its statutory obligations, manage institutional risk, and operate with transparency and accountability. The Division serves as a key advisory function to the Vice-Chancellor, Senior Executive, University Council and the broader University community.

The Division comprises seven business units: Legal and Policy, Governance, Risk and Compliance, University Secretariat, Complaints and Investigations, Safe and Respectful Communities, Wellbeing and Safety and Internal Audit. Together these units deliver professional legal services; enterprise risk management, compliance and internal audit; institutional integrity and conduct functions including complaints management, public interest disclosure and conflicts of interest oversight; and work health and safety advisory and wellbeing programs. Through the Complaints and Investigations function and the Safe and Respectful Communities team, the Division provides independent, trauma-informed and procedurally fair responses to complaints, conduct matters and disclosures; supporting a university community in which people feel safe to speak up and confident that concerns will be handled with care, transparency and rigour.

Through its governance and secretariat functions, the Division provides expert advice, manages the University's delegations and policy frameworks, and delivers secretariat services to the Vice-Chancellor, University Council and its committees. It coordinates University Council, Faculty and Student elections and supports governance capability across the institution while promoting a culture of accountability and continuous improvement.

The Associate Director, Governance sits within the Governance, Risk and Compliance function of the ILG Division, reporting to the Director, Governance, Risk and Compliance. The role works closely with the Chief Legal and Assurance Officer and Secretary to Council, the Associate Director, Secretariat, the Vice-Chancellor, University Council and executive leaders across the institution to ensure governance frameworks are contemporary, effective and fit for purpose.

Major Accountabilities/Responsibilities

- Governance Framework and Maintenance**
 Lead the implementation, review and continuous improvement of the University's institutional governance frameworks, including governance instruments, delegations of authority, governance policies and governance-related procedures, ensuring alignment with legislative requirements, ECUG principles, sector best practice and UOW's Strategic Plan 2030.
- Governance Advice**
 Provide expert governance advice to the Director, Governance Risk and Compliance, Chief Legal and Assurance Officer, Vice-Chancellor, University Executive and senior leaders across the institution to support effective, accountable and transparent decision-making. Advise on governance structures, committee terms of reference, delegations and governance obligations; working closely with the Associate Director, Secretariat to ensure procedural and framework advice is consistent and complementary.
- Delegations Framework**
 Maintain and oversee UOW's delegations of authority framework, ensuring the delegations register is current, accurate and accessible, and that changes are processed in accordance with governance requirements. Lead periodic reviews of delegations instruments in consultation with Legal Services, Finance and relevant stakeholders.
- Governance Capability**
 Build governance capability across the University community: developing education, training and awareness programs for senior leaders, committee members and staff. Foster understanding of governance obligations, accountability frameworks and decision-making authorities across faculties and divisions.
- Governance Reporting and Transparency**
 Oversee integrated governance reporting and transparency mechanisms, enabling accountability and assurance across governance structures. Prepare governance reports, briefing papers and analysis for the Director GRC, Chief Legal and Assurance Officer, UEB and Council as required.
- Continuous Improvement**
 Drive continuous improvement in governance systems, practices and processes: identifying and implementing enhancements that strengthen governance maturity, efficiency and effectiveness. Benchmark UOW's governance frameworks against sector standards and peer institutions.
- Stakeholder Collaboration**
 Collaborate with senior leaders across faculties and divisions to ensure governance frameworks support strategic planning, risk management and performance monitoring. Work effectively with the Associate Director, Secretariat to ensure governance frameworks and Council operations are coherent and well-integrated.
- People Management**
 Provide line management, coaching and development to direct reports fostering a high-performing and collaborative team culture aligned to UOW's Values in Action Framework.
- Act in accordance with University policies** as amended from time to time, the Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to Equity, Diversity and Inclusion.
- WHS responsibilities**, accountabilities and authorities as outlined in the WHS Framework — <https://www.uow.edu.au/about/services/safe-at-work/whs-framework/>

Reporting Relationships and Other Key Contacts

Position reports to	Director, Governance, Risk and Compliance
Positions supervised by this position	3 x Senior Institutional Governance Specialist Governance Coordinator Office Coordinator
Other key contacts and stakeholders	Vice-Chancellor Chancellor University Council Chief Legal and Assurance Officer, and Secretary to Council University Executive Board;



	Associate Director, Secretariat; Governance Reset Lead; Risk and Assurance team; Legal Services; P&C; Government agencies and regulators
--	---

Selection Criteria

- Proven experience in a senior governance role within a complex organisation, with demonstrated responsibility for governance framework maintenance, delegations management and governance capability building — preferably in the higher education sector
- Deep understanding of institutional governance structures, legislative frameworks, regulatory obligations and sector governance standards included the ECUG principles and Universities Accord reforms.
- Strong leadership, influencing and stakeholder engagement skills, with demonstrated ability to build productive relationships and influence without authority across a complex institution
- Demonstrated ability to manage sensitive information and provide strategic advice at executive and board levels.
- Exceptional written communication skills, including the ability to prepare high-quality governance frameworks, briefing papers, committee reports and governance analysis for executive and board audiences
- Strong analytical, problem-solving, and project management capabilities.
- Relevant tertiary qualifications in law, public administration, education, or a related field.

Desirable Skills

- Experience working with university councils, academic boards, and government agencies in a governance framework capacity.
- Governance Institute of Australia qualifications (FGIA, AGIA) or Australian Institute of Company Directors qualifications (GAICD)
- Familiarity with delegations frameworks, governance instruments and university statutes
- Familiarity with Freedom of Information, Privacy, and Records Management legislation.
- Commitment to equity, diversity, and inclusion in governance practices.

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

ADDITIONAL RESPONSIBILITIES FOR STAFF WITH SUPERVISORY RESPONSIBILITIES

- Uphold principles of equity, diversity and inclusion and foster a respectful workplace culture within your team.



- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [WHS Framework](#).

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	30 September 2026
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	

