

Governance Manager

Responsible to: CEO

Location: UNSW, Kensington Campus

Work Type: Hybrid

Employment Status: Contract until May 2025

Located on the University of New South Wales campus, Arc's is one of Australia's biggest and best student organisations. Our mission is to provide the best student experience through the provision of a diverse set of services, opportunities and experiences.

We're seeking an experienced and proactive Governance Manager to play a critical role in supporting the Arc Board and three student councils. This position will oversee governance requirements, ACNC compliance, elections, grievance management, and drive policy and process improvements. The successful candidate will support company secretary duties, ensure effective Board paper development, and oversee delegation policies and constitutional management.

#### Key Responsibilities

##### Board and Committee Management

- Provide direct support to the Arc Board, SRC, PGC and IRC
- Support company secretary duties, including maintaining records, facilitating meetings, and ensuring compliance with governance requirements.

##### Governance and Compliance

- Ensure Arc meets all governance and compliance obligations, including ACNC requirements.
- Oversee the administration and enhancement of policies and procedures, focusing on continuous improvement.
- Maintain and update delegation policies, the Arc constitution, and other governance documentation.

##### Student Council Support and Development

- Manage the operations of three student councils, including the organisation and oversight of student elections.
- Support student development and leadership within council roles, providing guidance on governance best practices.
- Lead grievance management processes across student councils, ensuring a fair, transparent, and supportive approach to conflict resolution and issue management.

## Policy, Risk, and Process Improvement

- Identify and implement improvements in governance policies and procedures.
- Work with key stakeholders to enhance transparency, accountability, and efficiency across the organisation.
- Manage risk assessment and mitigation strategies in alignment with organisational goals.

## Essential Skills and Experience

- A background in governance, law, or a related field, with experience in supporting Boards and fulfilling company secretary duties.
- Strong knowledge of ACNC compliance and not-for-profit governance requirements.
- Proven experience managing elections, student councils, or similar governance bodies.
- Exceptional organisational and communication skills, with an ability to manage multiple priorities and deliver accurate, high-quality work.
- Significant experience in grievance handling and conflict resolution within governance or student bodies.
- A proactive approach to policy and process improvement, with a focus on optimising governance structures.

## Why Join Us?

This is an exciting opportunity to play a crucial role in shaping the governance framework of a vibrant and diverse student organisation. At Arc you'll be part of a team that values creativity, collaboration, and student empowerment. If you're ready to make a meaningful impact on the student experience and bring your governance expertise to a dynamic organisation, we'd love to hear from you. We also offer,

- Additional leave at Christmas (4 Arc Days)
- A flexible hybrid workplace
- Staff Wellness initiatives
- Culture that values and supports diversity and inclusion