

Governance Administrator

Department/Section:	Governance, Fellowship and Compliance
Job Type:	Ongoing
Full Time / Part Time:	Full time
Location:	Canberra
Salary Classification	Level 4

About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists, championing science for the benefit of all. The Academy is an independent, non-government, not-for-profit organisation delivering sought after science advice that influences Australia's actions and contributes to global science.

The Academy strives to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

The Academy's office is located on Ngunnawal and Ngambri Country in Canberra, ACT.

Our Culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

The Position

This position is part of a Secretariat, accountable to the Academy Council, that works as a team to deliver the priorities and commitments set out in the Academy's strategic plan.

The Governance, Fellowship and Compliance unit is responsible for coordinating the governance and assurance functions of the Academy, providing advice and support to Council, Council Committees, the Fellowship and cross-functional teams of the Academy Secretariat. The unit manages the governance frameworks of the Academy which cover legislation, policy, election and administration of Fellows, and delegations of authority. The team is also responsible for implementing and managing the Academy's entity-wide Risk Management and Control Framework.

The Governance Administrator supports the governance and administrative functions of the Academy's 19 discipline-based National Committees for Science, who provide advice to the Academy's Council on discipline specific matters relating to emerging scientific developments, and capability needs relevant to Australia and the region.

Working closely with the Science Advisers in the Science Networks and Advice team, the Governance Administrator provides high quality end to end secretarial services for the National Committees including scheduling meetings, assisting in the preparation and distribution of meeting papers and managing the Committees' membership processes.

This role has a strong focus on stakeholder liaison, managing the wide range of external National Committee Chairs, members and other stakeholders.

Duties and Responsibilities

Reporting to the Head of Governance, Fellowship and Compliance:

- Organise meetings of the National Committees for Science, including polling for and setting of meeting dates, liaising with the chair to develop an agenda, uploading and distributing papers, and occasional minute taking.
- Preparation of annual workplans and coordinating annual reporting where required.
- Working with the Academy's Events and Venues teams assist in organising events for the National Committees, including scheduling, meeting invitations, catering and general coordination.
- Manage the National Committees' annual call for membership including drafting correspondence, setting up application portals, and obtaining necessary approvals.
- Maintain the membership of the National Committees for Science, monitoring and updating membership details and committee listings in the Academy's relevant databases and on the website.
- Monitor and action correspondence to the National Committees for Science general email account, manage mail-outs and mail-merges, and fill requests and orders for copies of relevant Academy publications
- Perform other duties as required as commensurate with the position.
- Uphold the Academy's organisational values and articulate and actively work to support the Academy's commitment to diversity, equity and inclusion and development of a positive workplace culture in which all staff are supported to achieve excellence.

Qualifications and Experience

- Relevant qualification in business administration, governance, or a related field (e.g., Certificate IV in Business Administration or equivalent experience). Further qualifications in governance, compliance, or project management will be highly regarded.
- Proficiency with databases, Adobe PDF and Microsoft Office products. Experience with board management software would be an advantage.
- Experience in secretariat duties and working knowledge of meeting logistics.
- Background knowledge or experience working with Not-for-Profit organisations or committees.

Selection Criteria

- Demonstrated experience providing secretariat and administrative support to Boards, Committees, senior leadership and other stakeholders.
- Well-developed oral and written communication skills and the ability to engage confidently and professionally with internal and external stakeholders, including scientists and committees.
- Strong initiative and self-motivation, with demonstrated high level organisational skills and the ability to manage multiple tasks and competing deadlines in a complex environment.
- A commitment to workplace diversity, participation, WHS, and equity principles is essential.