Governance, Fellowship and Compliance Manager

Department/Section:	Governance, Fellowship and Compliance
Job Type:	Ongoing
Full Time / Part Time:	Full time
Location:	Canberra
Salary Classification	Level 8

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 science-based advice and advocacy. Its aim is science in the service of the nation – a sustainable and prosperous future for all Australians, and to secure Australia's place in global science.

The Academy Council sets the strategic direction of the Academy on behalf of its Fellowship to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

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, Fellowship and Compliance Manager plays a leadership role within the Corporate Services team of the Academy. Working collaboratively across the Academy and managing a small team of governance and compliance professionals, the role is responsible for providing specialist, outcomes-focused advice and management of the Academy's governance, Fellowship administration, policy, risk management and company secretarial functions.

This role proactively supports the Academy's strategic goals by ensuring it has the policies, practices and processes to successfully deliver on its governance, risk, compliance and records management obligations.

Duties and responsibilities

Reporting to the Chief Operating Officer (COO):

1. Working closely with the Secretaries for Physical and Biological Sciences, lead and manage the annual Fellowship election process, including Sectional Committee management and evaluation meetings, the Council election and Fellow's ballot, induction of new Fellows and the continuous development of best practice material and procedures to support the process.

2. Oversee the Champions of Diversity program, including the maintenance of the Diversity Register, the annual call for candidates and the provision of support and advice to the Champions of Diversity Coordinators to implement initiatives to create a more diverse and inclusive Fellowship while retaining the Academy's commitment to scientific excellence.

3. Coordinate the provision of high quality, timely secretarial and management services to the Academy Council, Council committees, advisory boards and working groups, setting agendas, collation and quality assurance of papers, preparing minutes and maintaining Council and Committee membership and terms of reference.

4. Manage Council, committees, advisory boards and working groups membership processes, including appointment and onboarding of new members, maintaining conflict of interest registers and managing the statutory reporting requirements.

5. Oversee the collection of Fellows information and manage and maintain the Fellowship database in Salesforce, Fellow web profiles and electronic and paper-based personal files. Utilising this information produce accurate, timely and relevant analysis and reports on the profile of the Fellowship.

6. Work with the COO to provide project management advice, structures and support, including the development and maintenance of a database of tool and templates to facilitate the effective delivery of Academy-wide projects.

7. Maintain and undertake periodic reviews of the Academy's governance framework to ensure all governing documents remain relevant, consistent and aligned to the Academy's strategic priorities and governance practices are in accordance with all regulatory and legislative requirements.

8. Develop, implement, maintain and continually review the content of Academy's policy library, ensuring alignment with the delegation framework and operational and compliance requirements. This includes development and maintenance of policy, procedure and form templates for use across all areas of the Academy.

9. Maintain the Academy's contract register and assist the COO with reviewing contracts to ensure compliance with the Academy's delegations, policies and commercial viability.

10. Promoting a positive culture of risk management awareness in the Academy, oversee the Risk Management Framework, including the maintenance and development of reporting systems to ensure risks are understood and effective management strategies can be implemented.

11. Assist with the maintenance, management and regular review of the Academy's risk register, including risk identification and control assessment.

12. Contribute to the setting of operational priorities, reporting, annual budget setting and tracking.

13. Lead, guide and support a service-focused, effective Governance, Fellowship and Compliance capability, fostering a team with a best practice, continual improvement mindset. Set and manage

performance expectations and support staff development to embed a culture of technical and service-oriented excellence.

14. Proactively model and 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

- Tertiary qualifications in a relevant discipline such as commerce, law, risk management, governance or business administration or substantial equivalent work experience is essential. Governance qualifications (e.g. GAICD or equivalent) would be an advantage, but not essential.

- Experience working in a similar role with senior executives and Boards / Executive Committees (or equivalent) is essential.

- A good understanding of the not-for-profit and/or STEM sector would be an advantage.

Selection criteria

- Demonstrated experience in effectively managing organisational governance requirements with a high-level understanding of governance, risk, compliance, policy and records management principles, legislation, and associated systems and practices.

- Demonstrated ability to provide efficient, high quality, delivery-focused secretarial and management services to Boards, Executive and advisory committees.

- Experience managing membership appointment processes and maintenance of related membership information and databases.

- Experience managing organisational risk management frameworks.

- Exceptional interpersonal skills with a proven ability to effectively consult, engage and communicate governance-related concepts to a broad range of technical and non-technical audiences.

- Strong attention to detail with sound decision-making and analytical skills, with the ability to identify issues and use initiative to proactively solve problems.

- Ability to manage a range of complex activities concurrently while delivering a quality level of service.

- Proven ability developing and managing professional teams with diverse workloads in multiple locations to deliver quality and timely results.

- A demonstrated commitment to workplace diversity, workplace participation, WHS and equity principles.