

# Position Description



<b>Position Title</b>	Strategy and Governance Officer
<b>Primary Work Unit</b>	Office of the Vice-Chancellor, Te Waihora Campus, Lincoln University
<b>Responsible to</b>	Chancellor and Vice-Chancellor
<b>Position Status</b>	Permanent, Full Time
<b>Hours of Work</b>	37.5 hours per week (1.0 FTE)
<b>Remuneration</b>	IEA
<b>Our values</b>	<div><div><b>Students at our core</b></div><div>Students are our reason for being</div></div> <div><div><b>Innovation</b></div><div>Innovation is encouraged through collaboration and partnerships</div></div> <div><div><b>Leadership</b></div><div>Taking responsibility as a leader</div></div> <div><div><b>Integrity</b></div><div>Doing the right thing in a reliable way</div></div>

## Lincoln – our university

As the longest-running agriculturally-based university in the Southern Hemisphere, Lincoln University's story begins with farming, but it certainly doesn't end there. As New Zealand's economy diversified, so have we. Lincoln University is here to enhance and enrich lives, growing the knowledge of our students so they can shape a world that benefits from a greater understanding of the relationship between our land, the food produced from it and the ecosystems within it. With three academic faculties, one teaching division, several research centres, and a range of corporate service units, Lincoln University draws its students from throughout New Zealand and from over 60 countries. Lincoln University has a student roll of around 3,000 and approximately 700 staff.

Lincoln University is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, Iwi, community groups and many other external stakeholders. All staff are expected to uphold the reputation of Lincoln University through the way they undertake their work.

*Lincoln University is committed to the Treaty of Waitangi and the objectives and values as set out in its Māori Strategy, which is linked to Lincoln's Strategic Plan.*

For further information about Lincoln University go to [www.lincoln.ac.nz](http://www.lincoln.ac.nz)

## **Position Purpose**

To provide high level strategic advice and support to the Chancellor and Vice-Chancellor on governance matters and advice to the University Council and Council Committees and Boards on their role, duties and procedural matters.

This is a key University governance role ensuring the coordination of overall accountability to meet the University's statutory obligations. These services include policy development and advice, quality and monitoring, risk management and internal audit and executive support.

## **Position Location**

The Strategy and Governance Officer role is located within the Office of the Vice-Chancellor.

## **Strategic Context**

The Office of the Vice-Chancellor provides high quality services to the Vice-Chancellor (and through the Vice-Chancellor to the Chancellor and Council) and the Senior Leadership Team.

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## **Key Responsibilities**

### **1. Build coherence between governance and management to assist with activation of the Lincoln University Strategy**

Outcome: To provide support that meets the strategic goals of the University.

Key responsibilities include:

1. Assist governors and managers to build coherence between the Lincoln University Strategy and key operational targets and actions.
2. Support Council to develop indicators of success for the strategic activities of the institution.
3. Ensure that the Chancellor and the Vice-Chancellor are fully briefed in relation to any matters affecting the relationship between Council and the University.

### **2. Executive Advice and Support to the Chancellor**

Outcome To ensure the Chancellor is fully prepared with relevant and timely information

Key responsibilities include:

1. Ensure the Chancellor is fully prepared and briefed prior to Council and Council Committee meetings and any relevant stakeholder meetings.
2. Support the Chancellor in preparations for Graduation and other key university events.
3. Support the Chancellor to engage with key stakeholders.
4. Manage communications with external stakeholders on behalf of the Chancellor, as required.
5. Prepare comprehensive, accurate and timely Council papers, presentations, reports, business cases and briefing papers as required to facilitate high quality decision making by management and Council.

### **3. Management of Key Council Matters**

Outcome:	Ensure all Council matters are managed in an effective, efficient and timely manner.
Key responsibilities include:	<ol style="list-style-type: none"><li>1. In collaboration with the Chancellor and Vice-Chancellor, manage comprehensive planning activities that support effective reporting to Council and its Committees.</li><li>2. Oversee the delivery of high-quality secretariat services for all meetings of Council and its Committees – including preparation and distribution of papers, recording of minutes and other requirements such as catering, AV equipment and seating.</li><li>3. Support the implementation of the resolutions and decisions of those bodies.</li><li>4. Ensure that the business of Council and its Committees is conducted in accordance with legislative requirements and Council procedures, and that all statutory obligations are met.</li><li>5. Oversee the production of accurate and up to date institutional records and registers of Council and its Committees' databases and website and ensure these are maintained and accessible in accordance with the Public Records Act and any in-house systems and processes.</li><li>6. Work in an innovative and collaborative manner with University management and business units to improve systems and procedures relating to governance.</li><li>7. Manage the appointment and performance review of the Vice-Chancellor in conjunction with the Executive Director People, Culture and Wellbeing.</li><li>8. Monitor the Council budget to ensure prudent use of funds and ensure invoices are processed through to Finance in a timely manner.</li><li>9. Represent the Council and University with both external and internal stakeholders, as required.</li><li>10. Conduct an annual review of the Governance Portfolio and present to Council.</li><li>11. Work closely with the University Legal and IP Lead to gain legal advice on administrative matters.</li><li>12. Maintain up-to-date knowledge of international tertiary administration best practice, new developments and standards, in order to identify opportunities to improve or enhance administration service outcomes.</li></ol>

### **4. Assistant to Council Members**

Outcome:	Provide timely and accurate advice, support and assistance to Council members
Key responsibilities include:	<ol style="list-style-type: none"><li>1. Provide high quality advice to members of Council and Committee Chairs in all matters pertaining to Council business and procedures.</li><li>2. Ensure that all members are fully informed of their governance responsibilities and given appropriate induction, training and accurate information to support their role.</li><li>3. Arrange travel and accommodation for members attending committee meetings.</li></ol>

## **5. Policy, Legislative, Procedural and Protocol Advice**

Outcome:	Provide accurate and timely advice that supports Council requirements
Key responsibilities include:	<ol style="list-style-type: none"><li>1. Provide accurate advice to the Chancellor, Council and Vice-Chancellor on relevant legislative and statutory compliance requirements.</li><li>2. Oversee the monitoring and reporting of compliance by the university with relevant legislation and statutory compliance requirements.</li><li>3. Provide accurate advice to the Council and management on University policies and procedures.</li><li>4. Oversee the development and maintenance of policies, statutes and procedures for the Council and the University as required.</li><li>5. Advise Council members on matters of University and civic protocol.</li><li>6. Provide advice to the Customer Engagement Team, the Graduation Co-ordinator and the Vice-Chancellor's Office on protocol and procedure for events associated with Council, including Graduation.</li><li>7. Oversee the process for Official Information Act requests and communication with the Office of the Ombudsman.</li></ol>

## **6. Conduct Council Elections and Council Appointments**

Outcome:	That Council elections and Appointments are facilitated in an effective, timely manner.
Key responsibilities include:	<ol style="list-style-type: none"><li>1. Working closely with the Chancellor and the Appointment and Remuneration Committee, manage the procedures and processes for elections and appointments of Council members in a timely way and in accordance with the Lincoln University Council Constitution and relevant policies.</li><li>2. Liaise with the Tertiary Education Commission on matters relating to Ministerial appointments.</li><li>3. Act as Returning Officer for Council Elections.</li><li>4. Oversee the annual election for Chancellor and Pro-Chancellor in accordance with Standing Orders.</li></ol>

## **7. Governance Support to the Vice-Chancellor**

Outcome:	That governance support is provided in a timely manner to the Vice-Chancellor and senior managers.
Key responsibilities include:	<ol style="list-style-type: none"><li>1. Regularly brief the Vice-Chancellor on key strategic matters for the University and upcoming University Council business.</li><li>2. Provide support to senior managers with regards to governance matters as required.</li><li>3. Attend Senior Leadership Team meetings as requested.</li></ol>

## **8. Treaty of Waitangi**

Outcome: Demonstrates, and encourages others to demonstrate support for the University's commitment to the Treaty of Waitangi.

Key responsibilities include: 1. Support the University to meet its obligations under the Treaty of Waitangi

## **9. Health & Safety**

Outcome: To support a safe working and teaching environment for staff and students

Key responsibilities include:

1. Accepts responsibility for own safety and wellbeing
2. Be aware of and follow the university's Health & Safety Policies, procedures and guidelines
3. Undertake all health and safety training and induction, as required
4. Ensure that all appropriate personal protective equipment is worn or used as required
5. Report all events and hazards, and unsafe behaviours
6. Knowledge and understanding of the risks to safety and wellbeing, and encourage staff to raise concerns to support effective problem solving
7. Infectious diseases are notified immediately.

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## **Key Relationships**

The Strategy and Governance Officer will develop and maintain excellent working relationships with:

- The Vice-Chancellor
- The Chancellor
- Members of Council
- Members of the Senior Leadership Team
- Professional staff in the Office of the Vice-Chancellor
- Professional staff in other Business units
- University-wide committees
- Staff and students
- External stakeholders, including Audit NZ, Tertiary Education Commission, State Services Commission and Universities NZ
- Council Secretaries and other relevant staff in NZ Universities (and overseas where appropriate).

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## **Delegations**

No delegated authority.

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## Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Thinks in terms of opportunities and possibilities. Recognises the value of creative and new ideas and harnesses their benefits. Encourages the discussion, free-debate and generation of creative ideas and solutions. Develops unique solutions that are not limited by previous solutions.
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures
People management	Uses a variety of styles and methods to develop, motivate and empower others towards achieving their own and organisational goals

## Selection Criteria

### Education

Relevant tertiary qualification and /or strong experience in executive professional support, secretary to the board services or policy advice roles.

### Technical or professional knowledge, skills and experience

- Demonstrable experience in relation to organising and administering senior level meetings with knowledge of best practice committee processes and procedures.
- Proven ability to write accurate minutes of meetings and prepare reports.
- Ability to understand and interpret legislation.
- Ability to develop policies, statutes and procedures.
- Proven ability to develop and maintain effective working relationships at a senior level.
- Knowledge of, and experience in, utilising and updating a range of information technology applications and systems.
- Excellent oral and written communication skills.
- Evidence of, and experience in, maintaining a high level of confidentiality, tact and discretion.