



Canberra Institute of Technology

Position Description

POSITION NUMBER: P37350
CLASSIFICATION: SENIOR OFFICER GRADE A
POSITION TITLE: Senior Governance Manager
COLLEGE/DIVISION: CIT Corporate Services
BRANCH: CIT Corporate Services Management
IMMEDIATE SUPERVISOR:
RESTRICTION:

OVERVIEW OF CIT

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally for over 85 years. CIT is a leading provider of VET, holding the title of ACT Large Registered Training Organisation (RTO) of the Year for the last eight consecutive years. 91% of CIT learners surveyed are satisfied with CIT training, 85% of employers surveyed are satisfied with CIT training, CIT trains 72% of ACT Apprentices and 87.4 % of CIT's surveyed graduates were employed after training (77.6% in Australia).

CIT comprises five teaching colleges and four divisions. Each college is led by experienced and capable management teams, each college provides top-quality vocational education in a broad range of areas. This ensures CIT operates at peak efficiency and remains a competitive and compliant RTO.

CIT's strategic drivers: *Learners, People and Partners* enable CIT to strengthen its position as a leader of VET and to be successful in a more competitive market. While CIT is the sole public provider in the ACT, CIT operates in an increasingly competitive market. CIT has grown the percentage of contestable and commercial operations to over 35% of its revenue and aims to increase this percentage over the next five years. CIT has annual turnover of approximately \$105 million. CIT Solutions, CIT's fully commercial subsidiary, contributes a further \$13 million. Like all public providers CIT is adapting its business approach to meet the changing market conditions and demands.

CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

CIT CULTURE

CIT cultivates its workforce to embody a culture of passion, innovation and high performance. As a public provider of vocational education, all CIT staff demonstrate the values (respect, integrity, collaboration and innovation) and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct. Equally as a member of the ACT tertiary education community CIT carries out its activities in a competitive environment where quality education is an advantage. For this reason, it is appropriate that CIT has its own vision and mission as it goes about changing lives through quality education and skills development for individuals, industry and the community.

DUTIES/RESPONSIBILITIES

The new position reports to the Chief Executive and provides strategic leadership in Institute Governance and Board executive services.

The position provides the Chief Executive and other key staff with advice and support in relation to Institute Governance matters and is responsible for ensuring the institute priorities in providing Board executive services are achieved.

The Executive Director, Governance and Executive Services is expected to:

- Provide strategic advice and make recommendations to the Chief Executive on Legislation, Ministerial and Institute Governance matters.
- Provide leadership and executive management of the Institute's governance framework, outputs and stakeholder relationships in relation to the CIT Board.
- Provide significant contributions to CIT's submissions to the ACT Government.
- Undertake project work including research, policy development and preparation of high level documents, correspondence and reports.
- Other duties as required by the Chief Executive.



Selection Criteria

Position Number: P37350

SKILLS, EXPERIENCE AND APTITUDE RANKED IN ORDER

1. Advanced knowledge of the workings within government at a senior level and of government and Minister's offices, and the governance reporting requirements of public sector entities.
2. High level representational, reporting and written communication skills, including the ability to negotiate at a senior level.
3. Demonstrated organisational and managerial skills, including the ability to produce quality outcomes under pressure and to manage highly sensitive and complex issues on behalf of the Institute.
4. Demonstrated leadership skills and an ability to make sound judgements in providing high level advice.
5. Well-developed research and policy skills and a broad understanding of current, corporate, educational and administrative issues associated with the vocational education sector.
6. Knowledge of and ability to work in accordance with, and implement agreed Work Health and Safety, Workplace Participation, Respect, Equity and Diversity and Workplace Injury Management principles, guidelines and procedures.

QUALIFICATIONS AND EXPERIENCE:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Relevant Tertiary qualifications to support the duty requirements including, application of analytical skill and development of complex documents and reports.

Office use only

Date Position Description updated: 14/07/2016

EVA Number: SS16/13668

