

# AFTRS

## Committee Officer (Ongoing Part-Time)

AFTRS is Australia's Screen and Broadcast School, established to fuel and empower Australian creativity and storytelling. AFTRS is consistently rated as one of the top film schools in the world.

We are looking for an experienced Committee Officer to join the Governance Team. You will provide a comprehensive and high-level secretariat service for the various committees within AFTRS Corporate and Academic Governance Frameworks and manage the workflows for these areas. You will proactively undertake research, policy, and project work as it relates to corporate and academic governance, as well as assist the Head of Governance and Compliance Manager with a variety of education compliance tasks, ensuring they are compliant with TEQSA and other quality standards.

### About the role:

As Committee Officer at AFTRS, you will:

- Collect and collate high-quality papers for each committee, assist the respective committee Chairs to prepare agendas, and liaise with committee members.
- Attend meetings and take minutes, distribute and record decisions, and advice as necessary, including action items, requests for information and advice.
- Maintain an annual schedule of meeting dates for committees, ensuring optimal coordination and flow of approved decisions.
- Establish meeting dates, send meeting invites, booking meeting rooms / online meeting sessions, and where meetings are held in-person, arrange AV support for presentations.
- Undertake committee-related projects and tasks, including facilitating SRC student elections; drafting new policies, procedures and guidelines; managing review and renewal of existing policies on time; working with committees to update terms of reference; maintain membership lists and contact details, and working to ensure smooth flow of information within the team, committee's and wider school community.

### About you:

You have the following attributes:

- Significant experience in effectively undertaking the administration for an area, including policy management and procedural management, and in providing a full secretariat service, with a proactive approach to continuous improvement including initiating the review of systems and procedures.

- Excellent communication and relationship management skills including an appreciation of confidentiality and a cooperative and flexible approach to working within a team.
- Demonstrated ability to think conceptually and exercise initiative and judgement in a diverse range of situations and provide solutions that are both practical and creative.
- Proven ability to manage the administrative workflow for a governance structure, work within deadlines and act as a first point of contact.
- Experience in requiring an ability to understand and interpret legislation, regulations and other compliance and guidance documentation.
- Proven ability to proactively review and continuously improve systems, and to develop and implement new systems and processes based on gap identification.
- High level computer skills including spreadsheets, publishing, presentation charts and databases.
- Experience in public or tertiary sector administration, policies and practices and understanding of governance and/or TEQSA requirements, as well as experience with BoardEffect online meeting system (desirable).

**This position is open to all Australian citizens or Permanent Residents.**

**As a creative organisation, we understand the importance of offering flexible working to support your own creativity, wellbeing and balance. We will genuinely consider applications for job share and part time working. We also support working from home and flexible working hours.**

**AFTRS is committed to building a richly diverse staff and faculty. AFTRS actively supports and appreciates workplace diversity and we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander people, people from a wide range of backgrounds and people with a disability.**

**Please note, the successful applicant will be required to undertake a Working with Children Check.**

**Salary:** AFTRS Level 6 - \$73,855 - \$81,524 (pro-rata), dependent on experience, plus excellent benefits package.

**Closing Date: 01 March 2021**

**AFTRS JOBS  
PORTAL LINK**