

<b>Approving authority</b>	Vice Chancellor
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Position Statement - Vice President Corporate Services.pdf">http://policies.griffith.edu.au/pdf/Position Statement - Vice President Corporate Services.pdf</a>
<b>TRIM document</b>	2017/0000281
<b>Description</b>	This position statement describes the role and responsibilities of the Vice President (Corporate Services).
<b>Related documents</b>	
<a href="#">Deputy Vice Chancellors</a>	
<a href="#">Staffing Delegations: Administrative Divisions</a>	
<a href="#">[Role]</a> <a href="#">[Responsibilities]</a> <a href="#">[Reporting]</a>	

## 1. ROLE

The Vice President (Corporate Services) is a member of the University's Executive and is responsible for the strategic leadership of the corporate services that underpin the successful operation of the University and for advising the Vice Chancellor on policy, strategy and tactics to support and enhance the University's mission.

The Vice President (Corporate Services) leads the key corporate services elements of the University: Finance, Digital Solutions, Human Resources, Campus Life, Planning Services, Audit, Risk and Compliance, Legal Services and Corporate Governance.

The Vice President (Corporate Services) has the executive responsibility for leading and coordinating the following specific areas on a University-wide basis:

- Health and Safety;
- Employment strategies to support a high performance culture and support the University's strategic commitment to recruit and retain high quality general and professional staff;
- Capital Planning.

The Vice President (Corporate Services) also fulfils the following roles:

- Official Secretary to the governing body;
- University Privacy Officer;
- University Right to Information (RTI) Officer.

## 2. RESPONSIBILITIES

The Vice President (Corporate Services):

- 2.1 Provides strategic leadership in ensuring that the University's corporate services support and contribute to the overall mission and strategic goals of the University, specifically in relation to:

- Establishing processes to define and review the strategic directions of corporate services elements;
  - Formulation of operational plans and evaluating performance against plans; and
  - Leading staff to achievement of corporate services strategic plans, goals and objectives.
- 2.2 Is responsible for ensuring the effective co-ordination of corporate services by working with and guiding Directors in the development of solutions.
- 2.3 Is responsible for the management of budgets assigned through the University's budget allocation processes or directly by the Vice Chancellor.
- 2.4 Is responsible for the performance of their portfolio in maintaining, enhancing and achieving University-wide goals and objectives including those relating to equity and sustainability.
- 2.5 Contributes to the day to day management of the University by assessing issues and problems and advising the Vice Chancellor on options for response.
- 2.6 Contributes to the financial sustainability of the University by overseeing the development of the University Budget annually and the triennial development of Capital Management Plans. .
- 2.7 Contributes to the effective allocation of funds within the University by advising the Vice Chancellor in the annual budget process.
- 2.8 Ensures that the University Council has available to it all necessary information to support its considerations and that its resolutions are implemented by setting in place processes to support its meetings, by authorising agenda and draft minutes and by overseeing the follow up to meetings.
- 2.9 Contributes to the material well-being of the University and to its image and standing by establishing and maintaining good relations with key personnel in other universities, in government agencies and business and by negotiating agreements with external bodies.
- 2.10 Has rights of audience and debate at University Council meetings and is an ex officio member of and has rights of audience and debate at such committees as the Vice Chancellor determines from time to time.
- 2.11 Will have such other duties as are allocated from time to time by the Vice Chancellor.
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### **3. REPORTING**

- 3.1 The Vice President (Corporate Services) reports to the Vice Chancellor.
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