



**VICTORIA
UNIVERSITY**

Application Guidelines for Appointment to Victoria University Council

May 2024
Version 2.0

Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

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Introduction

The purpose of this document is to provide information to candidates who are interested in applying for appointment as a member of the Victoria University (VU) Council.

This information should be read together with the [position descriptions](#) (external link) and [recruitment brochure](#) (external link).

Application process

How and where to apply

To apply, your application should be submitted electronically via the gov.sec@vu.edu.au inbox (external link). Please ensure your submission includes:

- covering letter no longer than two pages
- resumé no longer than five pages.

If you have any general questions about the appointment process, please contact Kaz Wolf, Governance and Secretariat via email at Kaz.Wolf@vu.edu.au.

Accessibility

Kaz Wolf will assist all applicants to ensure the appointment process is accessible and inclusive.

You do not have to disclose any personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

We invite you to tell us if you identify as Aboriginal or Torres Strait Islander, a person living with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, under 25 years old. We would welcome the opportunity to contact you and discuss how we can support you through the recruitment process.

Confidentiality and privacy

The selection process and all matters relating to it are strictly confidential. All personal information received will be handled in accordance with the *Privacy and Data Collection Act 2014*.

How long does the process take?

From beginning to end the process takes between three to six months (dependant on whether this is a government appointment or a council appointment). Applications opened on 10 June 2024 and close midnight 19 July 2024.

Shortlisting and interviews are expected to take place by approximately late August 2024.

What should I include in my application?

You are required to complete a [Declaration of Private Interest](#) (external link) form as part of the application process and will be requested to complete additional probity forms if shortlisted and appointed. The following information should also be provided:

- a copy of your resumé, no longer than five pages

- a covering letter, no longer than two pages
- contact details for two referees.

The covering letter should **clearly** detail how your skills, knowledge, and lived and professional experience are relevant to the Selection Criteria in the [Position Description – First Nations Expertise](#), [Position Description – Cyber Security Expertise](#), or [Position Description – Asset Management Expertise](#) (external links). All applicants to a Council position must address *Attributes Required for all Members of Council* and *Personal Attributes* but if your application also pertains to a relevant skill set being sought (as per *Specific Attributes required for some Members of Council*) this too must be addressed. The resumé should identify your current employment and occupation (as applicable), whether paid or unpaid.

Please refer to the specific [Position Descriptions](#) (external link) for the Section Criteria.

Declaration of conflicts of interest

It is important that applicants clearly identify any conflicts of interest which may arise if appointed to the Council and specify how these conflicts will be managed.

Members are required to complete a [Declaration of Management of Private Interests](#) (external link) form to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties and/or potentially present a significant risk to the operation of the University.

What happens once I have applied?

Shortlisting and interviews

All applications are reviewed and assessed against the requirements for the role.

Shortlisted applicants are invited to attend an interview.

Safety screening and probity checks

Appointment is subject to the satisfactory completion of safety screening and probity checks, specifically:

- an Australian Securities and Investments Commission (ASIC) disqualification register check
- a National Personal Insolvency Index check through the Australian Financial Security Authority
- a national criminal records history check.

If you have lived overseas for more than one year in the last ten years you will also be subject to an international police check.

If you are shortlisted we will send details regarding the screening forms.

When will I know the outcome of my application?

All applicants will be contacted by email as soon as possible once an outcome has been reached.

If you are recommended for appointment, you will be formally advised and informed of the timeline regarding final determination.

Further information

If you have any enquiries about the appointment process, need help understanding this document please contact Kaz Wolf (Kaz.Wolf@vu.edu.au).

Checklist

Have you included this information with your application?

- Cover letter** which addresses the selection criteria
- Resumé** that includes:
 - your full name and address
 - your phone number and email address
 - your employment and/or volunteering history
 - your education history
 - information about past or current membership of any bodies (for example, board or committee memberships).
- Contact details for two referees** which includes:
 - full name
 - relationship to you
 - phone number
 - email address.

It is the applicant's responsibility to check their application has been satisfactorily completed and all the required documents have been provided.