



Candidate information pack

Chief of Staff, Office of the Vice-Chancellor
(Executive Leader, Level 3)

Charles Sturt University

Reference No: 1018

Close date: 11.00pm AEST Monday 29 September 2025

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Chief of Staff, Office of the Vice-Chancellor, Charles Sturt University

Position description

Reports to:	Vice-Chancellor & President	Staff:	2 including Executive Officer and Senior Manager, Strategy
Location:	Canberra, Sydney or Bathurst base with travel between other campuses.	Employment Type:	Full-time, fixed term (5 years)
Work Arrangement:	Flexible working arrangements		
Salary:	\$246,411 - \$308,014 (plus 17% superannuation) Remuneration and allowances will be paid in accordance with the relevant Executive Remuneration and Appointment Policy and Procedure		

Position overview

The Chief of Staff is a senior advisor and trusted partner to the Vice-Chancellor, providing advice and oversight on priority initiatives across the University. The position supports alignment of institutional projects with the University's strategic direction, fostering collaboration and integration across divisions.

The role ensures the Vice-Chancellor's priorities are advanced effectively, coordinates executive-level initiatives, and enables the smooth operation of the Office of the Vice-Chancellor. This includes providing high-level advice and decision support, overseeing governance processes, representing the Vice-Chancellor when required, and strengthening relationships with internal and external stakeholders. The Chief of Staff ensures the Vice-Chancellor has the information and institutional alignment needed to lead with impact.

Key stakeholders

- Executive Leadership Team
- University Council and Academic Senate
- Head, Communication and Government Relations
- Executive Deans, Pro Vice-Chancellors and Executive Directors
- External Stakeholders and Partners

Principal responsibilities

- Provide high-level strategic, operational, and policy advice to the Vice-Chancellor and executive leadership, ensuring timely insight on issues of significance both within and outside the University.
- Lead the University's strategy team, fostering a collaborative and high-performing culture that supports the Vice-Chancellor in defining and driving the University's strategic direction. This includes developing strategic plans, setting objectives, and implementing initiatives to achieve long-term goals.
- Ensure strategic planning, performance monitoring, and decision-making are underpinned by robust evidence and analysis, drawing on a demonstrated ability to gather and interpret complex data, apply critical thinking to solve problems, and communicate findings effectively through clear, concise reports tailored to diverse audiences including the Executive Leadership team and University Council
- Represent the Vice-Chancellor in key internal and external forums, building and maintaining strong relationships with staff, students, government, industry, and community stakeholders.
- Direct the operations of the Office of the Vice-Chancellor, including governance support, strategic planning, risk management, and effective flow of business.
- Anticipate issues and risks, provide solutions, and ensure the Vice-Chancellor and governing bodies have the information and analysis required for effective decision-making.

Required capabilities

Capability	Capability Definition	Level of influence
Innovates		
Acts Strategically	Analyses opportunities to determine effective solutions and solve problems in order to achieve short and long-term objectives.	Influence the future
Navigates Complexity	Adjusts and responds effectively to new or unexpected situations, challenges, or opportunities whilst developing strategies to manage wellbeing in a challenging environment.	Influence the future
Connects		
Builds Relationships	Acts collaboratively, adopts diversity and inclusion principles, and facilitates relationship building to work effectively with others.	Influence the future
Communicates with Influence	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence the future
Connects in a Global World	Recognises and values cultural differences, is contextually aware, and acts within scope of role but with consideration for global and national trends and issues.	Influence the future
Achieves		
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence the future
Manages Effectively		
Clarifies Purpose and Inspires Direction	Clearly articulates the purpose and strategies of Charles Sturt and alignment to teamwork priorities. Provides a sense of direction and motivates people and teams to strive for it.	Influence the future

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the portfolio, such as other campuses.
- As needed, drive a vehicle within the terms of the university's [Driver Safety Guidelines](#)

Tenure

The successful candidate will be offered a five-year fixed-term appointment, with the possibility of renewal subject to performance and organisational requirements.

Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

About Charles Sturt University

Charles Sturt University has a proud history as Australia's largest regional university, with a vibrant community of diverse, passionate, and engaged people working together to create meaningful impact. The experience of Charles Sturt is shaped by how we interact – as colleagues, as professionals, and as representatives of our University.

As a values-driven organisation, every member of our community plays an important role in bringing our values to life and embedding them in our daily practice. Our four values – Insightful, Inclusive, Impactful, and Inspiring – guide the way we work and behave, helping us to realise our ethos of *respectfully knowing how to live well in a world worth living in*.

To learn more about Charles Sturt University, visit www.csu.edu.au.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role what you offer Charles Sturt University, your skill set, relevant career history and achievements, and your leadership attributes.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- Strong understanding of policy and regulatory contexts, and knowledge or ability to quickly acquire awareness of current and emerging issues in the higher education sector.

- Highly developed judgment and problem-solving skills with the capacity to think creatively, act strategically, and be adaptable
- Excellent communication and interpersonal skills, with a proven ability to provide clear, considered advice to executive leaders whilst managing matters with confidentiality, sensitivity and discretion.
- Demonstrated ability to gather, interpret, and synthesise complex data, using evidence-based insights to inform strategic planning, performance monitoring, and executive decision-making, and to communicate findings clearly and effectively to diverse stakeholders.
- Demonstrated success in leading initiatives to deliver outcomes, establishing priorities and managing competing deadlines
- Demonstrated ability to lead, develop and motivate staff to deliver organisational objectives and create positive workplace culture.
- Postgraduate qualification or equivalent with extensive relevant experience

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.

- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes;
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted include your selection criteria / pitch and you will be required to upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.