

Job Description

Governance Manager

Job Description	
College/Service Governance Office (Secretariat)	Location High Holborn (with some home working possible)
Contract Length Permanent	Hours per week / FTE 35 / 1.0 (type in hours per week & FTE)
Accountable to Deputy University Secretary	Weeks per year 52 f/t
Salary £41,454 - £49,534 per annum	Grade G5

Job Description
Purpose of Role (1) To clerk governor and other allocated committees of all types (2) To manage the corporate governance team, supporting the Deputy University Secretary (3) To deputise for the Deputy University Secretary, as required. (4) To provide support to the University Secretary
Duties and Responsibilities <ul style="list-style-type: none">• Clerking of Committees as required, to include writing and presenting reports to governor committees on behalf of the University Secretary, undertaking agenda preparation and distribution, meeting arrangements, writing up the minutes of the meeting and undertaking follow up actions after the meeting where necessary. Some of this work will be undertaken outside normal office hours, including some evening working.• Line management of two members of the corporate governance team. To be responsible for the effective and efficient recruitment, deployment, and

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appraisal of team members; including their induction, training and development as appropriate. To motivate individuals to achieve agreed objectives.

- To deputise for the Deputy University Secretary, in particular in providing support to the University Secretary in their role as Clerk to the University's Governing body. This includes ensuring that general support is available for governors and co-opted committee members (e.g. for briefings, training, expenses claims, and other ad hoc requirements).
- To advise senior managers and governors on the interpretation of the governing document, terms of reference of committees, standing orders and related governance documents.
- To ensure, in collaboration with the Deputy University Secretary, that the University is compliant with Committee of University Chairs' codes of practice and best practice within the HE sector, wherever possible.
- To support and promote a culture of cyclical strategic and operational reporting for the effective governance of the University.
- To identify and advise on areas of activity in which significant governance challenges are present and to assist in devising action plans and processes to address those challenges.
- To be responsible for ensuring continuous improvement of policies, processes and procedures within the responsibility of the governance team
- To manage governor elections, interviews, appointments and inductions, on behalf of the University Secretary and their Deputy.
- To oversee arrangements for governor events, such as the annual dinner and away day.
- To act as Secretary, on behalf of the University, of certain charities and/or subsidiary companies, as required.
- To undertake project work in the governance area for the Deputy University Secretary and University Secretary.
- All other duties as reasonably required by the Deputy University Secretary

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and University Secretary.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.

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- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

- University Secretary and their Deputy
- Chair of the Governing Body
- Governors and Co-opted Committee Members
- President and Vice-Chancellor and the President's Office
- Senior Managers up-to and including Executive Board level attending and/or reporting to committees
- Trustees of Charities for which the Governance team provide support

Specific Management Responsibilities

Budgets

- N/a

Staff

- Line management of two members of the Governance team

Other (e.g. accommodation; equipment)

- N/a

Signed Emily Carder (Recruiting Manager)

Date of last review 17/01/2023

Person Specification

Specialist Knowledge/Qualifications	<p>Committee Servicing, protocols and drafting of reports, minutes and agendas.</p> <p>Governance frameworks within either the charitable, higher or further education or public sectors.</p>
Relevant Experience	<p>Working within a committee support environment within either the charitable, higher or further education or public sectors.</p>
Communication Skills	<p>Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.</p> <p>Ability to interact effectively with senior management and Trustees.</p> <p>Able to make full use of the appropriate corporate and/or departmental software and other systems which relate to the post.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p> <p>Experience of setting standards sufficiently high to achieve</p>

	<p>organisational objectives, continually monitoring levels/standards of service and identifying ways of making improvements based on feedback.</p> <p>Able to support team members to develop and offer quality assurance where needed.</p>
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	<p>Ability to create work plans for the full range of work in their portfolio. Anticipates changes in demand, opportunities or obstacles that could affect the chances of success.</p>
Teamwork	<p>Experience of providing support and help to team members and a collaborative working style.</p> <p>Able to work collaboratively with members of other teams, ensuring deadlines are met and high quality work is produced.</p>
Student experience or customer service	<p>Undertakes health and safety duties and responsibilities appropriate to post.</p> <p>Commits to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.</p>
Creativity, Innovation and Problem Solving	Experience of dealing with difficult situations or confidential matters according to policy and procedure.