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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Governance Officer

Accountable to: Governance Manager

Contract Length: Permanent

Hours per week/FTE: 35 hours

Weeks per year: 52

Salary: £30,777 - £37,468 per annum

Grade: 3

College/Service: Governance Office (Secretariat)

Location: Working at High Holborn and from home

Purpose of Role:

- To provide administrative support to the Governance Office (Corporate Governance)
- To clerk governor and other committees, as allocated
- To provide support for governor events, as required.

Duties and Responsibilities:

- (1) Administrative support for the Governance Office, including organising meeting dates and meeting arrangements; drafting and replying to correspondence; assisting in running governor elections; undertaking routine checks on prospective governors; drafting and issuing formal letters; filing; booking training sessions; and occasional support for financial tasks (such as processing expenses and invoices).
- (2) Clerking of committees as required, to include agenda preparation and distribution; writing up the minutes of the meeting and undertaking follow up actions after the meeting, where necessary; acting as a point of contact for committee members between meetings; ensuring that documents and procedures relating to the committee remain up-to-date. On occasions some meetings may take place outside normal office hours.
- (3) In liaison with other relevant post holders, providing a "front of house" service and a point of contact for governors visiting the office or contacting the team via email (including monitoring of the governance mailbox).
- (4) Updating the Governors' and Senior Staff Registers of Interests, Gifts and Hospitality when required; and carrying out the annual update of these registers, with oversight from senior colleagues.
- (5) Providing administrative support for governor events (such as awaydays and dinners) to ensure their smooth running.
- (6) Organising inductions and training for governors, and liaising with the Governance Manager to maintain a record of these activities.
- (7) Maintaining and updating the governance webpages, from time to time (following internal training).
- (8) Assisting the Governance team with the arrangement of appeals against dismissal as necessary; to include liaison with the appellant, the HR team and senior managers. To provide minuting support to the Clerk to the Appeal Committee, if required.
- (9) Maintaining an awareness of the University's governing document, the HE Code of Governance, and any other guidance/regulations which may affect the operation of the Governance Office.
- (10) Any other duties as reasonably required by the Governance Manager and other colleagues within the Secretariat (including the Deputy University Secretary and the University Secretary).

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- (11) To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- (12) To undertake health and safety duties and responsibilities appropriate to the role.
- (13) To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- (14) To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- (15) 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.
- (16) 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

1. Governance Office colleagues.
2. Governance Manager, Deputy University Secretary and University Secretary.
3. Governors and Co-opted Committee Members.
4. Senior managers (and their EAs/PAs) up to and including Executive Board level.

Specific Management Responsibilities

Budgets: N/a

Staff: N/a

Other (e.g. accommodation; equipment): N/a

Signed _____ Date of last review _____
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Degree or relevant experience • Knowledge of Higher Education administration and/or office practice in a medium to large organisation • Knowledge of Microsoft Office applications and appropriate understanding of IT software to enable best use of available information and communications, as necessary for the post
Relevant Experience	<ul style="list-style-type: none"> • Experience of performing clerical/administrative duties including word processing and arranging meetings and/or events • Experience of minuting meetings or note-taking
Communication Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills with the ability to deal with a wide range of people including governors and senior university managers • Ability to prepare agendas and other committee documents within a set style and protocol • Ability to produce clear and accurate minutes
Planning and Managing Resources	<ul style="list-style-type: none"> • Ability to plan, prioritise and organise own work to achieve objectives on time
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team to meet deadlines and team objectives and, where appropriate, with different professional groups, providing support, assistance and cover where needed. • Ability to work outside normal office hours when necessary in order to attend committee meetings or to support the team with governor events (occasionally)
Student Experience or Customer Service	<ul style="list-style-type: none"> • Provides a positive and responsive service for governors and colleagues across the University • Ability to employ tact and discretion when dealing with sensitive and confidential information • Ability to contribute to the adaptation of services and systems to meet customers' needs
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative or creativity to resolve day-to-day-problems • Ability to distinguish between the need to make a decision and when to defer to more senior colleagues