

Post title: Senior Governance and Secretariat Officer

Post Number: S2158

Salary Grade: Grade 6

Department: Strategic planning and Transformation

Reports to: Head of Governance and Legal

Location: You will be expected to work, as required flexibly across any of the campuses the University occupies in Cheltenham or Gloucester. The University does have an agile working policy, and this requires the postholder to be based in the UK.

About the role and any special conditions

The Strategic Planning and Transformation department is responsible for the University's strategic and operational business planning, and delivering transformational change through improved processes, systems, outcomes and capabilities.

The Governance and Legal team ensures the University meets its legal, governance and regulatory responsibilities. The team supports the University's corporate governance framework, information governance compliance and insurance activities, student casework management, the provision of legal services, and secretariat services to support the institution in achieving its mission and objectives.

The post holder will be responsible for providing professional support to the University's corporate governance framework, including support to Council and its sub-committees. The role also supports the provision of secretariat services to support the University in achieving its mission and objectives.

Main duties and responsibilities

- To provide professional support to Council and its Committees, supporting the Secretary to Council and Assistant Secretary to Council, and facilitating the implementation of best practice in governance matters.
- To deliver of an efficient and high-quality secretariat service to Council and its Committees to ensure effective corporate governance.
- To manage the production of agendas, papers, schedules of business, and minutes for Council and its Committees ensuring the University and committee protocols are adhered to, that an up-to-date Register of Interests of Council members is maintained and that the institutional Scheme of Delegations is applied appropriately.
- Drafting governance related papers and reports outlining recommendations to be presented to Council and its Committees e.g. annual reviews of the Scheme of Delegations, Statement of Primary Responsibilities, Council members' skills,

experience and protected characteristics etc.

- To proactively support the Company Secretary in discharging their responsibilities to ensure statutory compliance, including making appropriate returns to Companies House, coordinating signatories for use with the Company Seal, and assisting with the Annual Accountability Return to the Office for Students.
- To support members of Council, including the development and delivery of an appropriate induction programme for new members of Council, arranging an ongoing programme of training and development, and processing expense claims for members of Council
- To assist with the recruitment and appointment of Council members (including conduct of election, checking eligibility of prospective Governors and running due diligence processes), and for senior staff appointed by Council, in accordance with agreed procedures.
- To coordinate the conduct of internal audits of corporate governance activity and the reviews of the effectiveness of Council and its Committees and implementing resultant recommendations accordingly.
- To act as the University's first point of contact for Council members and for internal and external enquiries relating to Council and its Committees and other governance-related matters.
- To provide advice and guidance to members of the team on matters relating to governance and delivery of the team's secretariat function.
- To maintain all records as required by Council and relevant regulatory bodies, ensuring the University remains compliant with key external expectations.
- To arrange and manage the University's formal Committee Calendar.
- To officer committees, boards, groups, and business and review meetings as required, and maintain accurate and up to date information and records in relation to those as necessary, including webpages, Terms of Reference and Memberships.
- To support the development and maintenance of published information on the University's intranet and webpages related to the team's functions, as required. To develop and maintain an up to date understanding of relevant legislation and sectoral guidance and good practice.
- You will be required to support and engage in open days and other University events as appropriate, to promote your service area and the University as a whole.
- To ensure we are creating an inclusive environment for staff and students.
- You are responsible for undertaking health and safety responsibilities and duties for your role, as detailed in the University of Gloucestershire's 'Health and Safety

Responsibilities' document and any supporting risk assessments that relate to your position. As part of general responsibilities, all staff have a duty to take care of themselves whilst at work and others who may be affected by their acts or omissions.

- To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional, or ancillary duties from time to time as the University may reasonably direct.

Person Specification

Essential

- First degree or equivalent qualification or experience.
- Evidence of relevant continuing professional development.
- Experience of working in a position or positions requiring:
 - investigation and the production of reports;
 - interfacing with senior external customers/clients;
 - supporting Committees or Working Groups
- Excellent level of:
 - written and oral communication skills;
 - IT skills;
 - analytical and research skills;
 - minute and report writing skills
- Ability to work in a team and to network effectively with colleagues
- Attention to detail.
- Ability to prioritise work and meet competing deadlines.
- Diplomatic but firm.
- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture.

Desirable

- Willingness to work towards attainment of Chartered Secretary qualification
- Experience of providing support to a Governing Body or Board of Directors.