



<b>Job title</b>	Senior Governance Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	Governance and Assurance	<b>Location</b>	University Park Campus

## Purpose of role

This role will manage and deliver the provision of high-quality professional secretariat support to the University's senior committees.

It will ensure that the University's governance services and framework remain agile, demonstrate best practice for the sector and support robust and effective corporate decision-making.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Secretariat Support</b></p> <ul style="list-style-type: none"> <li>To deliver high quality secretariat business partnering and support to senior University committees and decision-making groups to include: <ul style="list-style-type: none"> <li>Writing and review of papers for submission to committee</li> <li>Advising chairs on the development of agenda</li> <li>Timely collation and circulation of reports and papers</li> <li>Clear and effective minute taking and communication with members</li> <li>To oversee the delivery of appointment of members and elections to relevant bodies.</li> </ul> </li> <li>To oversee the development of annual committee schedules, forward plans and committee reports.</li> </ul>	40
2	<p><b>Governance Functions, Processes and Instruments</b></p> <ul style="list-style-type: none"> <li>Ensuring that the governance instruments are relevant and up-to-date.</li> <li>Leading the delivery and continual improvement of strategies, policies and structures to ensure best practice for institutional governance and compliance functions.</li> </ul>	25

	<ul style="list-style-type: none"> <li>• Deliver regular effectiveness reviews of processes and committees.</li> <li>• Support the development and effective deployment of governance frameworks to include the Committee Operating Model, reporting and approval framework, and accountability framework.</li> <li>• Ensure the currency and professional services staff awareness of the Secretariat handbook.</li> <li>• Lead the development and delivery of training and induction for committee members, chairs and secretaries.</li> <li>• Ensure the policies and processes for the management of conflict of interests, acceptance of gifts, honorary degrees approval and the honorary appointments process are effective and robust.</li> </ul>	
	<p><b>Information Management</b></p> <p>Leading the development and operation of appropriate processes and systems for the retention, publication and security of governance information.</p>	10
	<p><b>Operational Development</b></p> <p>To lead the delivery of the team response to University-wide initiatives, priorities and responsibilities to include staff engagement, staff development, GDPR, risk, assurance and business continuity.</p> <p>To lead the recruitment, professional development, appraisal and support of Governance team members, individually and as a team to ensure they are able to deliver governance services at the highest level.</p>	20
	<p><b>Other</b></p> <p>Such other duties temporarily or on a continuing basis, as may reasonably be required, including deputising for the Associate Director of Governance.</p>	5

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Outstanding oral and written communications skills including report writing, presentation skills, and ability to take and write concise action focused minutes.</li> <li>▪ Excellent interpersonal skills with the ability to forge effective working relationships at all levels across an organisation, both internally and externally.</li> <li>▪ The ability to convey complex issues and draft high quality position papers</li> <li>▪ Excellent attention to detail</li> <li>▪ Proven ability to challenge accepted approaches, to rethink how we can effectively deliver service with a focus on continuous improvement and service users</li> <li>▪ Ability to manage performance and support development through setting clear direction and expectations and empowering staff to achieve them</li> <li>▪ Demonstrable ability to take ownership of challenging situations and to function independently as well as part of a team.</li> <li>▪ Proven negotiating skills, with the ability to be diplomatic yet firm as the situation requires.</li> <li>▪ Ability to influence and effect change across a complex organisation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of interacting with senior management and external independent members.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience of managing committees in a higher education or similar environment</li> <li>▪ Extensive knowledge of governance principles and understanding of their application</li> <li>▪ Experience of building and managing teams</li> <li>▪ Demonstrable track record of continuous improvement of processes, functions and service delivery.</li> <li>▪ Experience of policy development and implementation in a complex organisation environment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in Higher Education</li> <li>▪ Knowledge of the developments in the Higher Education sector</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Proven experience of realising organisational goals which cut across organisational boundaries.</li> <li>▪ Experience of working with members of senior management (and externals) and instilling confidence in the advice being given.</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant professional or postgraduate qualification</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

