



<b>Job title</b>	Governance Officer	<b>Job family and level</b>	Administrative, Professional and Managerial 3
<b>School/ Department</b>	Governance and Executive Support, Governance and Assurance Division	<b>Location</b>	University Park, includes travel to other campuses as required.

## Purpose of role

This is an opportunity to develop a career in governance providing efficient administrative support to the Governance Team and taking the lead on allocated aspects of support to the University committees. The post holder will work in the Governance Team to support an effective governance environment through participation in a broad range of activities across the team's remit.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Support the Governance Team in the delivery of governance services to the governing body and the University.</b> This will include amongst other activities:</p> <ul style="list-style-type: none"> <li>▪ Supporting the development of the calendar of governing body and University committee meetings each year.</li> <li>▪ Managing the shared governance calendar and inbox.</li> <li>▪ Maintenance of records for centrally supported committees.</li> <li>▪ Assisting with the collation and circulation of papers and following up committee actions.</li> <li>▪ Provision of administrative assistance for effectiveness reviews.</li> <li>▪ Record keeping.</li> <li>▪ Managing governance processes such as elections and nominations to committees.</li> </ul>	60%
2	<p><b>Act as secretary to a number of committees, forums and working groups which would include:</b></p> <ul style="list-style-type: none"> <li>▪ Preparing agendas for agreement with the relevant Chair.</li> <li>▪ Reviewing, collating, and circulating meeting papers.</li> <li>▪ Taking minutes of meetings.</li> <li>▪ Maintaining and updating action logs and records of attendance.</li> </ul>	20%
3	<p><b>Act as the lead on one or more of the following:</b></p> <ul style="list-style-type: none"> <li>▪ Financial administration, including, but not limited to, the use of Agresso and processing staff and non-staff expenses.</li> <li>▪ Collation of information/documentation ready for submission to internal and external audit.</li> <li>▪ Support development and maintenance of the governance pages of the University website and governance SharePoint sites.</li> <li>▪ Participate in the organisation and delivery of staff conferences, events, away days and training sessions.</li> </ul>	10%

4	<b>Support the delivery of Secretariat services to the wider University, including maintaining supporting materials, guidance, and templates to develop the University's consistent approach to governance</b> <ul style="list-style-type: none"><li>▪ This will include the update and maintenance of Standard Operating Procedures for the Governance Team.</li></ul>	5%
5	Any other duties appropriate to the grade and role of the post holder.	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Analysis and problem-solving capability.</li> <li>▪ Well-developed written and verbal communication skills.</li> <li>▪ Proven planning and organisational skills, and ability to prioritise own workload effectively.</li> <li>▪ Competent IT skills, including knowledge of Microsoft Office and Teams.</li> <li>▪ Proven skills in one of the areas of the main responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of taking up development opportunities in the work/study environment.</li> <li>▪ Web authoring skills.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working independently and at pace, switching between multiple activities, and dealing with unforeseen problems and circumstances.</li> <li>▪ Experience of committee servicing and minute-taking.</li> <li>▪ Experience of working in an office/administrative environment.</li> <li>▪ Experience of providing a high level of customer service to both internal and external stakeholders.</li> <li>▪ Experience of working with large volumes of data.</li> <li>▪ Experience of working in a fast-paced environment with the ability to adapt to changing priorities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in Higher Education.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A Level, or equivalent, plus experience of working in a relevant role <b>OR</b> considerable relevant experience in a comparable role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent.</li> </ul>



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

