



Job title	Governance Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Governance and Assurance – (Governance)	Location	University Park Campus

Purpose of role

To take a collaborative business partnering approach to support an effective governance environment through participation in a broad range of governance activities and acting as Secretary to a number of University Committees.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Committee Secretarial Duties Act as a Secretary to a number of University committees: - Working closely with the Chair to plan and manage the agenda - Reviewing and advising on draft papers - Taking minutes and following up actions - Providing general advice associate with the efficient operation of the committee. - Work closely with other secretaries to ensure effective and efficient reporting to and from committees.	40 %
2	Training and Induction Support the design and delivery of guidance and training materials to develop the University's consistent approach to governance: - For the induction and training of committee members and chairs. - For the delivery of secretariat services and governance practices across the wider University	30%
3	Information Management Support the operation of the University's Governance Framework through the management of information and records: Oversee the maintenance of committee and membership records for internal and external monitoring processes including declarations and register of interest.	15 %

	- Ensuring the accuracy and timely publication of committee information on the University's website and internal intranet spaces. - Developing and maintaining guidance and templates to embed the university's approach to consistent governance.	
4	Contribute to the overall delivery of governance services and the responsibilities of the Governance Team including through: - the identification of service innovations, - the delivery of projects and reviews, - and any other duties appropriate to the role.	15 %

Person specification

	Essential	Desirable
Skills	- Effective written and verbal communication skills including report writing, drafting and presentation skills. - Ability to assimilate and reproduce information at an appropriate level and style. - Produces work with a consistently high level of accuracy and attention to detail. - Capable of interpreting guidance, codes and regulations in order to provide advice to stakeholders. - Ability to work collaboratively with others - Ability to exercise discretion and judgement in relation to confidential and sensitive information. - Advanced proficiency in the Microsoft suite of programmes and excellent data and records management skills.	- Negotiation and influencing skills. - Skilled in the use of IT automation tools to deliver process improvement in an office environment
Knowledge and experience	- Solid understanding of the importance of governance. - Experience of committee servicing and minute taking. - Experience of designing and delivering training materials. - Strong organisation skills and ability to work flexibly in response to tight, conflicting or changing deadlines and managing a wide portfolio of activities.	- Experience of working in the none-for-profit or HE sector. - Experience of working within a statutory or regulatory environment. - Experience of innovating services. - Experience of identifying innovations and implementing change.

	▪ Proven experience of working in an office/administration environment	
Qualifications, certification and training (relevant to role)	▪ Educated to degree level, or equivalent, or proven track record of relevant extensive work experience in a compliance, regulatory or governance environment.	



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



