

Job Description

Position Details		
Faculty/Professional Support Service	Professional Services	
School/Department	Legal & Governance	
Division/Section/Unit	Governance & Secretariat	
Job Title	Head of Governance & Secretariat	
Vacancy No	7513	
Grade	Senior Staff	
Hours of Work	Full Time	
Contract Duration (Perm/Fixed Term)	Permanent	
Reports To (Job Title)	Director of Legal & Governance with a dotted line to COO and Clerk to Board of Governors	
Responsible For (Job Title)	Staff in the Governance & Secretariat Team	

Principal Accountabilities
<p>The Head of Governance & Secretariat is responsible for providing strategic professional leadership for the University's governance strategy, including policies, procedures and processes. They will ensure that the University operates in line with constitutional and regulatory provisions and that the business of governance, academic governance, and executive groups is properly conducted and effectively supported. The postholder will provide expert advice and counsel to the Board of Governors, the Vice-Chancellor, the Chief Operating Officer and other members of the executive as part of their role.</p> <p>They will adopt a proactive approach to ensure that the University responds appropriately to sectoral and wider developments and initiatives that impact upon governance arrangements and that the framework is maintained and developed to a high standard.</p>

Key Tasks

Strategy, Knowledge & Expertise

Provide confident, strategic leadership for the Governance & Secretariat Team.

Ensure the provision of high quality support to the University Executive Group, Academic Board, and the Board of Governors, keeping abreast of new and changing governance and regulatory requirements.

Lead on best practice in University governance, ensuring that the University's governance and decision-making structures, policies and procedures are effective, efficient, legally and constitutionally compliant, and support the delivery of the University's strategy.

Lead on, and hold ultimate responsibility for, providing an appropriate and effective policy framework across the University.

Communication - Accountability

Support effective communication and cross working between the University Executive Group, the Board of Governors, Academic Board and their Committees.

Using negotiation, influencing skills and tact, motivate others to achieve objectives alongside a busy schedule of competing demands.

Represent the University externally at meetings, events and groups relating to institutional governance, and take responsibility for disseminating relevant information across the University as appropriate.

Communication – Building Relationships

Lead and participate in cross-University committees, working groups and project teams, as may be required, setting priorities and providing a positive, personal example and full engagement with the corporate change agenda.

Form and maintain effective working relationships with relevant staff including the Chief Operating Officer, Chair of the Board, the Vice-Chancellor and the University Executive to help facilitate the effective conduct of Board business.

Be the University's main point of day-to-day contact for Governors on University business including:

- Overseeing the University-wide co-ordination of communications to Governors.
- Overseeing arrangements for the recruitment and induction of new Governors and their ongoing development.

Build effective relationships with the Board in order to ensure:

- that communications with Governors are relevant and timely, keeping them informed of developments in the University and higher education sector;
- that Governors receive relevant information to allow them to discharge their duties effectively and that new or revised responsibilities for Governors are drawn to their attention;

Planning & Organising

Lead on establishing robust frameworks for the organisation of the business of the Board of Governors and Academic Board, liaising with the Chair of the Board, the Vice-Chancellor and members of University Executive Group to prepare agendas and papers for meetings, ensuring that the business is conducted effectively and efficiently and in accordance with relevant terms of reference.

Implement targeted quality improvement processes to ensure that consistent high standards of service delivery are maintained in servicing the Board of Governors, Academic Board, University Executive Group and Committees.

Be responsible for the secure archiving and information management of all papers relating to the Boards and Committees, to ensure compliance with the University's Records Management Policy.

Take responsibility for the development, maintenance and monitoring of:

- University Committee Handbook
- University Calendar
- Systems for the approval, publication and review of the University's policies, strategies, regulations and institutional codes of practice.
- Leadership & Management
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- As a member of the University's senior staff, participate in the corporate management of the University, engaging in the strategic planning process and ensuring team understanding of corporate, faculty and departmental direction and objectives.

Lead and manage staff in the Governance and Secretariat Team, engaging in:

- Recruitment and selection, performance management and professional development of the team in line with University procedures.
- Ensuring that the University's policies are fully and effectively implemented within the team.
- Ensuring that the University's financial procedures and regulations are followed in managing the Governance and Secretariat budget, and projects operate on a sound financial basis.
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Special Features

Miscellaneous

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for:

- assessing and managing risk for all elements of work within your own area and for ensuring effective risk management processes are in place across your department
- applying the University's Equality & Diversity policy in your own area of responsibility and in your general conduct
- promoting high levels of customer care within your own areas of work
- promoting public engagement as a key element of community involvement
- supporting and engaging in the University's drive for continuous improvement through people management and development
- assessing the training and development needs of each member of departmental staff to ensure they are adequately supported in relation to their work responsibilities
- promoting and engaging in the University's strategy and actions on environmental sustainability

You are expected to engage with the PDR process in relation to the setting of your own objectives with your manager to assist in the monitoring of your performance. In addition, you are expected to deliver the PDR process for your departmental staff and set appropriate objectives to assist in performance monitoring and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be, with reasonable notice, required to work at any of the Manchester Metropolitan University sites.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	A demonstrable ability to construct and implement strategic governance frameworks to address the short and long term aims of a large complex organisation.	A/I	E
		1.2	Strong communication and interpersonal skills including the confidence and ability to: <ul style="list-style-type: none"> influence and persuade people at all levels (including the Board & Senior Staff members) in relation to significant events explain high level policy and procedural documentation translate strategic imperatives into operational effectiveness 	A/I	E
		1.3	Strong planning and organisation skills, with a professional and positive approach to: <ul style="list-style-type: none"> respond creatively to change set standards at a sufficiently high level to achieve organisational objectives plan ahead and think strategically, considering a wide range of stakeholders work without direct supervision use judgement, rational analysis and experience to make timely decisions 	A/I	E

		1.4	Ability to build and maintain collaborative working relationships across organisational boundaries	A/I	E
2	General & Specialist Knowledge	2.1	Significant working knowledge and understanding of: <ul style="list-style-type: none"> public sector legislation and regulations CUC and OfS requirements regulatory guidelines and relevant legal provisions relating to higher education current and emerging best practice in relation to governance and its relationship to the needs of the organisation 	A/I	E
		2.2	Highly competent in using the suite of Microsoft Office applications.	A/I	E
3	Education & Training	3.1	First degree or equivalent qualification, or equivalent work experience, in an appropriate area relevant to the work of the department.	A/C	E
		3.2	Relevant Management Qualification	A/C	D
4	Relevant Experience	4.1	A proven track record of operating effectively within a complex stakeholder landscape	A/I	E
		4.2	Significant experience of managing a committee secretariat.	A/I	E
		4.3	Significant experience of planning and organising, including: <ul style="list-style-type: none"> managing a team motivating and developing the skills and knowledge of others and providing effective feedback planning and resource management budget management and control report writing project management (such as the implementation of service improvement projects) 	A/I	E

			• administrative processes & systems		
5	Special Requirements	5.1	Able to work outside of normal working hours (evenings) as required	I	E
		5.2	A demonstrable personal profile of continuous professional development.	A	E
		5.3	Commitment to equality, diversity and inclusion policies and objectives.	A/I	E
Date of Revision			May 2022		
Key			Identification Method	A	Application Form
				I	Interview
				T	Test
				C	Copy of Certificates
				P	Presentation
				G	Group Assessment
			Rank	E	Essential
				D	Desirable

Other Matters

Please insert details.

Applications

Please insert details.