

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Governance Services Manager

## **College/Department**

Legal, Governance & Assurance Services

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0449-21

## **Salary**

£37,471 to £42,000 per annum

## **Reports To**

Associate Director - Legal, Governance & Assurance Services

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

You will influence senior leaders, promote good governance, provide strategic advice and guidance, and support the dissemination of best governance practice. To be a subject expert and the critical first point of contact and reference for senior colleagues, Governors and members of University Court on governance matters. To deliver a high-quality corporate governance function to Governing Council and its committees. To communicate with external stakeholders exercising a high degree of tact, diplomacy, confidentiality and good judgement. To build strong working relationships to facilitate the flow of business and effective decision-making, particularly between Governing Council and the Vice-Chancellor’s Executive, exercising appropriate challenge, sound judgement and calm authority.

## **Principal Accountabilities**

Reporting to the Associate Director – Legal, Governance & Assurance Services, the postholder is responsible and accountable for the following:

**General**

* Providing strategic advice commensurate with the status of governance as a business-critical discipline which is central to the integrity of the University and its success.
* Applying effective methodologies for board evaluation, growth, development and succession planning.
* Monitoring the corporate governance aspects of the Office for Students’ Regulatory Framework and highlighting developments and potential gaps.
* Advising on governance procedures and the interpretation and application of the University’s governing documents.
* Maintaining the University’s register of directors, updating Companies House records and filing the annual confirmation statement.
* Maintaining a register of interests of senior University employees and Governors.
* Tracking the internal audit plan of reports through the Vice Chancellor’s Executive and onto the Audit and Risk Committee and coordinating the internal audit register updates.
* Supporting with all aspects of recruitment or election to Governing Council.
* Preparation of letters of appointment and remuneration arrangements as required for members of Governing Council. Arrange for Governors’ expenses to be reviewed, authorised and processed.
* Assisting HR with the arrangements for appeals to Governing Council by staff against suspension/dismissal.
* Developing and reviewing the Governance pages of the University’s website.
* Developing relationships with senior Governance Services staff at other higher education institutions to ensure our processes are shaped through sector best practice.
* Being active in all relevant external networks to keep their knowledge up to date.

**Committee Servicing**

* Providing a full professional committee servicing support to Governing Council, its standing committees and such ad-hoc groups and bodies as are established by the University from time to time, to include the following.
  + Timely provision of high-quality agendas, briefing papers and materials to Governing Council and its committees. Liaising with senior colleagues to provide guidance on the contents of such documents and ensure that these documents are presented in the applicable format and style. Influencing and challenging senior colleagues to ensure that these documents meet best governance practice.
  + Maintenance of accurate, succinct and accessible records of the proceedings of Governing Council and its committees.
  + Proactively monitoring the agreed actions of Governing Council and its committees Influencing senior colleagues to ensure that decisions taken by Governing Council and its committees are understood and implemented.
  + Ensuring that appropriate records are kept of policies and procedures approved by Governing Council, prompting timely review.
  + Leading all the necessary administrative arrangements for committee meetings, maintaining a highly professional standard of service
  + Managing the electronic paper distribution system for Governing Council and its committees.
  + Drafting the annual report of the Governing Council.
  + Supporting the Chairs of the Audit and Risk and Remuneration Committees to draft the respective annual reports to Governing Council.
  + Preparing the outline draft of the Vice-Chancellor’s report to Governing Council.
  + Preparing the annual schedule of Governing Council and Committee meetings.

**Events organisation and stakeholder contact**

* Providing Governors with a highly professional support service in line with their individual needs and requirements.
* Organising induction programmes and ongoing training activities and events for Governors, maintaining a skills and expertise register of members of Governing Council and a record of governor training. Maintaining an up-to-date Governor Handbook.
* Managing arrangements for the University’s annual strategy meeting.
* Managing certain ceremonial aspects of the University’s annual awards congregations including: liaison with honorands, preparation of their commendations, organisation and distribution of briefing information, coordination with all internal and external contacts. Liaison with internal colleagues and external guests to ensure that all arrangements for events run smoothly and professionally.
* Supporting with aspects of all other official University ceremonial events as required, for example the installation of the Chancellor of the University and events for the Chair of Governing Council.
* Managing arrangements for University Court meetings as required by the Court Advisory Group; including securing the presenters, the venue, copy for invitations, liaison with the Events Team, briefing the Chancellor and follow up communication to Court Members.
* Ongoing review of the University Court membership as required by the Court Advisory Group. Liaising with the Secretary to the Conferment Committee over conferred titles eligible for invitation to join Court. Preparing letters of invitation for the Chancellor’s signature and tracking acceptances.
* Maintaining a comprehensive and accurate reference source of the University’s Honorary Graduates.
* Managing the other resources required to ensure high quality governance services.

**Line Management**

* Lead the Governance Services team, to include line management of the Governance Services Assistant and other associated support staff. To include management of performance and oversight of appraisal process and outcomes.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree or relevant equivalent experience.
* Evidence of continuous professional development.

#### **Experience**

* Substantial experience of supporting board/executive/senior level work.
* Experience of committee working, including all appropriate administration, minutes and follow up actions.
* Experience of delivering excellent customer service and relationship management.
* Event organisation/ management of ceremonies.

#### Experience of working in a governance related role.

#### **Skills, knowledge & abilities**

* Knowledge and understanding of the characteristics of effective governance, including effective methodologies for board evaluation, growth, development and succession planning.
* Ability to think strategically and to contribute to strategic direction.
* Excellent IT skills (including Microsoft Office).
* Ability to use judgement, tact and diplomacy and ensure confidentiality.
* Ability to deliver to tight deadlines in a demanding environment.
* Excellent communicator, verbal and written including negotiation skills at all levels of organisation.
* Highly organised with good attention to detail.
* Substantial experience of supporting board/executive/senior level work.
* Experience of committee working, including all appropriate administration, minutes and follow up actions.
* Experience of delivering excellent customer service and relationship management.
* Event organisation.
* Experience of working in a governance related role.
* Ability to work autonomously, with sound judgement on when an issue needs to be referred to more senior colleagues.
* Well-developed interpersonal skills, able to build positive relationships with colleagues, customers and stakeholders.
* Sound judgement, attuned to cultural and political sensitivities.
* High level of professionalism, enthusiasm and commitment. Self- aware, confident and assertive.
* Tenacity, personal drive and desire to achieve results.

#### **Business requirements**

* Flexible approach to working hours when the occasion demands.
* Occasional travel between University sites.
* Assistance with Degree ceremonies and other official occasions.

### **Desirable Criteria**

**Qualifications**

* Relevant professional body membership.
* Relevant professional body qualification.

#### **Experience**

* Experience of a governance role in a public or academic institution.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)