**JOB DESCRIPTION**

**Job Title:** Governance Assistant  
**Department / Unit:** Directorate of Governance and Legal Services  
**Job type:** Professional Services  
**Grade:** RHUL 5  
**Accountable to:** Head of Governance  

**Purpose of the Post**
The role of the Governance Assistant is to undertake a range of governance-related activities. The post-holder will be required to liaise with senior members of the College and members of Council.

**Key Tasks**
Provide comprehensive high level support for a number of committees and working groups for Council with reference to senior colleagues for only complex matters of business; to include:
- Acting as the point of contact
- Producing annual business plans
- Agenda planning and production
- Preparing and writing papers where appropriate
- Ensuring papers meet agreed College standards
- Managing the circulation of papers
- Event management
- Preparing Chairs notes
- Providing logistical support at meetings
- Drafting annual reports
- Taking and producing minutes
- Ensuring the flow of business between meetings as necessary
- Ensuring that actions are followed up in a timely manner
- Ensuring confirmed minutes are published.

Manage the College formal complaints procedure by:
- Carrying out investigations into minor complaints and drafting responses
- Ensuring all complaints are completed within the timeframe expected by the OIA.
- Drafting routine communications
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Organise and support student non-academic disciplinary including:
- Major misconduct hearings
- Appeals against termination due to non-academic reasons

Carry out the management of Subject Access Requests, and Freedom of Information Requests with reference to senior colleagues for complex matters only.

Assist with special projects as appropriate.

Any other duties as may be reasonably required from time to time which are commensurate with the grade.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
- Members of the Executive and Senior Management Team
- Members of Council
- Staff across the College