## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Secretary to Council</th>
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<tr>
<td>Department / Unit:</td>
<td>Strategic Planning and Council Secretariat</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Director of Strategic Planning</td>
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### Purpose of the Post

1. The post holder will act as Deputy Secretary to Council and support the Secretary to Council in providing high level advice and support to the College’s governing body.

2. The post holder will report for line management purposes to the Director of Strategic Planning but can expect to work mostly with the Secretary to Council. They can expect to have significant responsibilities for the day-to-day performance of the Secretariat function and the smooth running of Council and its Committees.

### Key Tasks

1. The role of Deputy Secretary to Council presents an outstanding opportunity to engage with the governance and leadership of the College by supporting the governing body in its responsibilities.

2. The Deputy Secretary will deputize for the Secretary to Council in his absence and will, on occasion, be the most senior advisor to Council members on matters of governance and operation. Council members are typically senior in their own fields and give their time as a pro bono activity and it is important that they are well supported.

3. The Deputy Secretary will need to have the ability to work behind the scenes to ensure Council business moves forwards in a timely manner and to competently resolve day to day issues without direction. They will be expected to advise the Secretary to Council on, and develop new and better, governance practice and procedures.

4. The Deputy Secretary will support the College Executive in undertaking effective risk management and be responsible for governance processes related to the Council’s oversight of risk.

### Role

The Deputy Secretary will:
1. Deputize for the Secretary to Council in his absence and support the Secretary to Council with his duties.

2. Act as Secretary to Council Committees. As Secretary, the post holder will be responsible for supporting the Chair with the smooth running of the Committee. The post holder will be the most senior member of the Secretariat attending and will be responsible for ensuring that business is conducted in keeping with the Committee terms of reference and in accordance with the expectations of Council.

3. Act as Clerk to Council Committees. As Clerk, the post holder will be responsible for the Minutes of meetings and any associated record or administrative function.

4. Oversee the work of the Secretariat in the preparation of papers and arrangements for all Council meetings and Council Committee meetings. The Deputy Secretary will be required to review papers submitted to Council to ensure they conform with any requirements set out by Council with regard to length, content, etc. and may be required to liaise with members of the College Executive and other senior colleagues within the College on the preparation of papers.

5. Contribute to the design and co-ordination of strategic Council and Committee effectiveness reviews liaising with the Secretary to Council, Chair of Council, Council members and appropriate Committees and external partners.

6. Regularly brief the Secretary to Council on Council-related operational matters, ensuring information is obtained from appropriate areas to support Council business.

7. Support the College Executive in undertaking effective risk management, in particular supporting risk owners in reporting on and monitoring risks.

8. Contribute to the development of robust and comprehensive risk management documentation and processes, including risk registers, risk policies and risk procedures.

9. Contribute to ensuring that the College meets all statutory obligations in terms of the conditions of registration for the Office for Students. This will include reporting on the ways in which the College meets these conditions, contributing to the governance processes and mechanisms around the conditions and ensuring that there is complete, accurate and up to date documentation on these processes.

10. Any other duties as may be reasonably required from time to time commensurate with the grade.
The Deputy Secretary will be required:

1. To form effective relationships with the Chair of Council, the Principal and the Secretary to Council and to consult or keep them informed of matters relating to Council-related business.

2. To form effective relationships with other members of the Executive team and Council members in order to facilitate the effective conduct of Council-related business.

3. To regularly brief the Secretary to Council on Council operational matters within the Secretariat function.

4. To maintain high levels of integrity, confidentiality, and flexibility and be able to liaise confidently with Council members and the Senior Management team.

5. To be expert on the College’s governance processes as set out in the 1985 RHBNC Act, the Statutes and the Standing Orders seeking advice and guidance from Legal and Compliance as necessary.

6. To have excellent interpersonal and negotiating skills as the key relationships are with very high profile and busy people i.e. Council members, College Executive and their assistants.

7. To have knowledge and experience of supporting risk management at a senior level.

8. To have excellent attention to detail so that communications and logistics are sensible and accurate.

Relationships
The Deputy Secretary can expect to work alongside:

1. The Secretary to Council, the Principal and other members of the senior leadership team.

2. The Chair of Council, the Deputy Chairs of Council, Committee chairs and other members of Council.

3. Colleagues in the Strategic Planning and Council Secretariat directorate


As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

A degree of flexibility can be shown. The post holder will be required to work on a full-time basis or on a 0.8 FTE basis built around the needs of Council and its Committees.
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<th>Other Duties</th>
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<td>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.</td>
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<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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