



## JOB DESCRIPTION

<b>Job Title:</b>	University Secretary
<b>Department / Unit:</b>	Executive Office & Secretariat
<b>Job type</b>	Professional Services - Full-time, permanent (job-share is available)
<b>Grade:</b>	RHUL 9
<b>Accountable to:</b>	Principal
<b>Accountable for:</b>	Executive Office & Secretariat.
<b>Purpose of the Post</b>	
<p>The University Secretary is responsible for the effective governance of the University, ensuring the highest standards of corporate governance in line with our Statutes, Standing Orders and evolving practice within the higher education sector.</p> <p>They will be responsible for developing and operating robust, holistic and efficient frameworks for Council &amp; University governance that comply with the regulatory conditions required by the Office for Students, the funding bodies and other regulators in the UK nations and which support effective and timely decision-making across the institution and ensure clear accountabilities for implementation and delivery of agreed actions.</p> <p>The University Secretary will cultivate, strong relationships, and provide expert and specialist advice to Council, Executive &amp; Academic Boards and their committees, and will nurture high standards of governance and effective interaction across the University.</p> <p>The post leads and manages the Executive Office &amp; Secretariat fostering and sustaining a culture of excellence, integrity, responsiveness and professionalism within it.</p>	
<b>Key Tasks</b>	
<p>Council and Council committees</p> <ol style="list-style-type: none"> <li>1. Serve as Secretary to Council, as set out in our Statutes; overseeing compliance with University and College Regulations, College policies and governance structures, liaising with General Counsel on legal compliance and ensuring meetings are effectively serviced, including by: ensuring meetings are appropriately scheduled to ensure the correct flow of business between committees; the efficient (or timely) drafting and circulation of agendas, Council/committee papers; accurate recording of decisions and actions; effective monitoring of actions.</li> </ol>	

2. Provide Council with reliable and well-informed guidance on its responsibilities under the Charter, Statutes, Ordinances, Regulations and the policies & procedures of the College to which it is subject, including regulation.
3. With General Counsel ensure the provision of expert and specialist advice to the Chair of Council and the Principal on all matters of University Governance, identifying and suggesting workable solutions to issues that arise, and exercising judgement in line with University strategy and core values.
4. Maintain high levels of integrity, confidentiality and flexibility and be able to liaise confidently with the Council Members and Senior Leadership Team. Foster high performing relationships through cooperation and good communication.
5. Working closely with the Chair of Council and Principal to ensure the effective management and operation of Council business including regular review of Terms of Reference, Schedules of Business, Schedules of Delegation, effectiveness reviews, communicating decisions, monitoring actions and ensuring there is co-ordination of information between Council, Academic Board, Executive Board and other committees as appropriate.
6. Ensure systems are in place to support membership of Council and to allow for their contribution to be effective and align with our values and commitment to equality and inclusion e.g., nominations and election processes and inductions and skills audit and development.

#### Internal governance

7. Lead the development and delivery of internal governance arrangements within the University, ensuring that the committee framework is adequate, effective and coherent, in line with statutory requirements and requirements of our regulatory bodies.
8. Ensure all senior committees are effectively serviced and work efficiently with decisions and actions clearly documented and chased.
9. Oversee the provision (and where appropriate provide) of professional secretarial support, draft minutes/action logs and reports on behalf of committees, manage the flow of business and communicate information from committees as appropriate.
10. Develop and manage effective internal and external working relationships and cross-team working with all stakeholders. Ensure the senior team are represented appropriately with a high standard of delivery and ways of working.
11. Use communications, briefings and development to maintain high levels of understanding of internal governance requirements and to support good levels of compliance.
12. Engage with external bodies to ensure the ToR and activities of committees is informed by sector-wide requirements and evolving best practice.
13. Line manage and be accountable for the work of the Executive Office and Secretariat, ensuring that the team delivers high quality and effective support to the Senior Management Team and in the implementation of the College's governance framework.

### **Other Duties**

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

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted, including the central London campus. This position is not eligible for hybrid working.

### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- The Chair of Council
- Members and committees of Council
- Principal, Executive Board and Senior Professional Services leads.
- Executive and Academic Board committees
- Staff working across academic departments and professional services
- Students and in particular representative student bodies including the SU.
- Relevant external bodies including but not restricted to Office for Students (OfS), Universities UK, CUC, AdvanceHE.

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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**Department: Executive Office & Secretariat**

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to degree level and/or relevant professional qualification, or substantial relevant experience	✓		Application Form
Relevant training/qualification in governance or company secretarial best practice or relevant experience	✓		Application Form
<b>Skills and Abilities</b>			
Excellent interpersonal skills with proven success in developing effective working relationships with senior colleagues and at all levels within the organisation, contributing to discussion and decision making	✓		Interview
Highly effective influencing skills to work with all levels of stakeholders.	✓		Application Form/ Interview
Strong leadership and management skills, demonstrating effective decision making	✓		Interview
High level of attention to detail and ability to be able to plan delivery of key objectives over multiple years.	✓		Interview
<b>Experience</b>			
Significant track record working in a governance function in a complex organisation.	✓		Application Form / Interview
Experience in developing an effective strategy for servicing meetings, ensuring that business flows effectively and efficiently.	✓		Application Form / Interview
Experience of coordinating and arranging large meetings, setting agendas and delivering complex minutes.	✓		Application Form / Interview
Experience of managing and developing people at a range of levels including working in a matrix organisation, leading teams, line management and working with senior stakeholders	✓		Application Form / Interview
Experience on delivering changes to governance arrangements, working with stakeholders to deliver a required outcome.	✓		Application Form / Interview

Experience of HE governance and understanding of HE policy environment		✓	Application Form/Interview
<b>Other requirements</b>			
Ability to communicate effectively and precisely to a range of stakeholders.	✓		Interview