



JOB DESCRIPTION

Job Title:	Senior Governance Officer
Department / Unit:	Secretariat
Job type	Professional Services – Full time Permanent
Grade:	RHUL 7
Accountable to:	University Secretary
Accountable for:	N/A
Purpose of the Post	
<p>The postholder will be a senior member of the University Secretariat team, working closely with the University Secretary, the Vice-Chancellor, members of the University Executive Board, members of Academic Board, and members of the University Council (Board).</p> <p>The postholder will liaise with chairs and key members of committees, and senior members of staff across the University. They will organise papers, take minutes, and ensure senior members of staff are meeting governance requirements and keeping the schedule of business moving. In addition, the postholder will support the work of the University Secretary, helping oversee how the University meets external requirements of governance organs of the University.</p>	
Key Tasks	
To be responsible for supporting to the chairs with the smooth running of named Boards and Committees, and for ensuring that business is conducted in keeping with the Committee terms of reference and in accordance with the expectations of Academic Board, Executive Board and/or Council.	
To form effective relationships with members of the Executive team, Academic Board, and members of Council, including the Chair and Chairs of Council Committees, in order to facilitate the effective conduct of governance organs.	
Manage key governance structures of the University, including but not limited to Council (and its committees), Executive Board, and Academic Board.	
Assist the University Secretary in management and oversight of governance functions, including but limited to effectiveness reviews, schedules of business, schedules of delegation, coordination of papers and presentations supporting decision-making, and management and improvement of governance policies and processes.	
To contribute to the design and co-ordination of strategic Committee and Council effectiveness reviews liaising with the University Secretary, Vice-Chancellor, Chair of Council, Council members and appropriate Committees and external partners.	

To be responsible for the Minutes of meetings and any associated record or administrative function.
To assist the University Secretary in execution of regulatory, legal and statutory requirements of university governance, including the maintenance of registers and records.
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 their 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:

PERSON SPECIFICATION

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

Job Title:

Department:

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to Degree level or equivalent experience	x		
The role holder will have excellent verbal, literacy and organizational skills.	x		Application form and interview
Proven track record of supporting senior colleagues and/or managing governance functions in a complex organization.	x		Application form
Understanding of higher education organisation and processes		x	Interview

Knowledge and understanding of English higher education sector		x	Interview
Skills, Abilities and Experience			
Experience of minute taking/writing	x		Application form
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	x		Interview
Excellent oral and written communication skills including ability to write procedures and reports	x		Application form and interview
Excellent organisational skills and ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	x		Application form and interview
Experience of building / proactively participating in internal and external networks.		x	Interview
Experience of managing and leading a team.		x	Interview
A good understanding of Equality, Diversity, and Inclusion and ability to actively promote equality of opportunity wherever possible.	x		Interview
Experienced in working with stakeholders from a range of levels, backgrounds and experience.	x		Application form and interview
Experience working in/supporting governance functions of a complex organisation	x		Application form