

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title:	Governance Manager
Grade:	SPS Grade 7
Responsible to:	Head of Quality and Regulatory Compliance
Line managed by:	Head of Quality and Regulatory Compliance

Job Summary

To work with the Head of Quality and Regulatory Compliance to manage provision of effective and efficient support to the governance structures of the institution.

Responsibility for co-ordination of the work of the Governance Office and effective management and motivation of the Governance Officer, with particular reference the provision of administrative and minuting support to Council and its subcommittees.

Detailed Responsibilities

1. To work with the Head of Quality and Regulatory Compliance to manage Council business, including following up agreed actions, the timely preparation and distribution of agendas, minutes and related documents.
2. To liaise appropriately with the Chair of University Council, the Chairs of Sub-Committees and other governors to ensure the smooth operation of University Council and its sub-committees.
3. In liaison with the Head of Quality and Regulatory Compliance to support the work of the Governance and Nominations Committee in identifying, recruiting and inducting new Council members, preparing appropriate reports for the Committee and maintaining an overview of succession planning.
4. To manage the work of the members of staff who provide administrative and minuting support to Council and its subcommittees. To assist in the minuting of meetings as required.
5. To maintain a thorough and well indexed archive of Governing Body papers, ensuring that all paperwork is available for Council meeting purposes in a timely fashion.
6. To maintain the content of the Governance section of the University's website, ensuring the information is accurate, up to date and complaint at all times.
7. To co-ordinate the University's compliance, disciplinary and safeguarding processes and related records.

8. To take a lead, under the direction of the Head of Quality and Regulatory Compliance, in handling formal complaints and disciplinary procedures, advising staff and students on the procedures, maintaining records and ensuring that timescales are adhered to. The Governance Manager will actively offer advice, information and support to staff and students on the procedures. To act as liaison for the Office of the Independent Adjudicator as required.
9. To prepare the University's annual Student Contention Report.
10. To advise on FOI, Data Protection and Safeguarding matters in the absence of the Head of Quality and Regulatory Compliance.
11. To monitor the external environment to keep abreast of relevant developments in practice and legislation so as to ensure that these are reflected in the University's work and that opportunities are maximised.
12. To maintain an overview of all strategies, policies, guidance notes and operating procedures, ensuring that these are revised in a timely manner and to ensure that the current versions are available on the University website and/or SharePoint.

Performance monitoring and review

13. To attend appropriate training and staff development sessions and participate in the staff appraisal process.
14. To provide written reports on activity as requested.

Health and safety

15. To discharge all relevant health and safety responsibilities.

General

16. To maintain professional standards in relationships, including non-discriminatory practices.
17. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
18. To undertake any other duties as may reasonably be required.

Limits of authority

19. The post-holder must operate within the University guidelines, procedures and regulations.
20. The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy, and other relevant University policies.

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PERSON SPECIFICATION

Governance Manager

	Core	Supplementary
Education/ Qualifications And Special Training	First Degree or equivalent/ relevant professional qualification.	Relevant professional qualification. Higher degree. Degree in a relevant field such as business administration, law or public policy
Knowledge and Skills	Excellent communication skills (written, verbal and listening) including strong command of formal language Knowledge of the regulatory arrangements for Higher Education Excellent IT skills Very strong organisational skills Well-developed inter-personal skills including the ability to work effectively with very senior external individuals. Knowledge of FOI, Data Protection and Safeguarding People management skills	
Experience	Relevant policy experience in HE or a related sector Line management experience Complaints handling or compliance experience Experience of working within formal quasi-legal procedures	
Personal Attributes	Excellent interpersonal,	

	<p>networking and communication skills.</p> <p>Self-starter and able to work with initiative; a can-do attitude.</p> <p>Problem-solving skills.</p> <p>Good time management skills in a pressurised environment.</p> <p>Attention to detail.</p> <p>Professional and diplomatic at all times – trustworthy and discreet when handling confidential information.</p> <p>Pro-active team player.</p>	
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