

Governance Officer

Job Description

The Role

Job title:	Governance Officer
Department:	Institutional Planning and Governance
Responsible to:	Head of Governance & Clerk to Council
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 6: £26,341 - £31,406 DOE
Term:	Permanent; full-time
Relationships with:	Staff and managers at the University; a range of stakeholders; external organisations and individuals

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employee already work flexibly include part-time, job share, hybrid-working and compressed hours.

Purpose

To help ensure high standards of governance are maintained at the RAU by providing effective administrative support and guidance. To work with governors, committee members and shareholders to advise upon governance policies and practices. To operate across the wider administrative and planning function to help ensure alignment between Governing Council matters and operational management. To help ensure the University does not breach its legal obligations, observes best governance practice, and maintains highly effective Committee processes and records.

Key Responsibilities

1. To support the planning, arranging and monitoring of Council committees and take accurate records and minutes of Council committees when required.
2. To support the development and maintenance of a governance cycle of business and forward plan, which includes an annual calendar of meetings that discharge all strategic and operational requirements in a timely and appropriate way.
3. Prepare and collate committee agendas and papers, distributing agendas, minutes, meeting papers and other relevant documentation.
4. Manage the repository of committee papers, agendas and filing structures.

5. Assist with administrative requirements associated with the appointment and resignation of Governors including statutory registers, files and monitoring terms of office.
6. Administer the tracking and transfer of share ownership, including liaison with shareholders and legal advisors.
7. Administer committee membership to help ensure diversity and appropriate representation, as well as compliance with statutes, articles and regulations.
8. Support the maintenance of the Register of Interests of Council members and relevant staff.
9. Work with senior colleagues and the appointed auditors to support the administration of the internal audit programme, including the monitoring of recommended actions.
10. Develop and maintain an internal policy repository, with records of policy owners, version control, review dates etc.
11. Maintain an awareness of changes in relevant legislation and the regulatory environment that may impact upon your responsibilities.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview
Qualifications and Knowledge:		
Business Administration/secretarial qualifications (level 3 or above) or equivalent experience	E	A
Experience of providing high level administrative support	E	A, B
Experience of working with senior management	E	A, B
Experience of organising formal meetings, preparing agendas and following up actions	D	A, B
Experience of providing corporate governance support and/or working in a legal environment	D	A, B
Knowledge and experience of Higher Education or a similar public sector environment	D	A, B
Experience and Skills:		
Evidence of organisational ability and planning skills	E	A, B
Excellent written and verbal communication skills	E	A, B
Proficient in the use of Adobe PDF and Microsoft Office products, including advanced Word and Outlook skills and a good working knowledge of PowerPoint and Excel	E	A
Methodical with excellent attention to detail	E	A
Flexibility and the confidence to adapt to changing deadlines and priorities	E	A, B
Ability to work independently and as part of a team	E	A, B
Ability to organise and prioritise workload and to use own initiative		
Tact and diplomacy and the ability to deal with confidential matters with great discretion	E	A, B
Excellent inter-personal and diplomatic skills	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 19th January 2022 with **Interviews on:** 27th January 2022.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level