



Job Title: Head of Governance

Grade: 9

Salary: £57,696 to £64,914 per annum

Department: Planning, Legal and Governance Services

Hours/Contract: Full time, permanent

Job Family: Management and Administration

Reference: 10353

Role Purpose

To act as Working Secretary to the University Council and University Senate, Secretary to the Executive Board, and Secretary to other key governance committees, Audit & Assurance and Finance & Infrastructure committees.

To provide independent advice on governance matters at all levels to support the University in meeting its statutory and regulatory requirements.

To apply a continuous improvement mentality to the University's governance function and maintain excellent service to stakeholders at all times, extending the institutional understanding of governance, for example through the development of training and communications.

To ensure efficient and effective decision-making takes place at all levels of the University's governance and senior management structure, taking responsibility for ensuring that best practice is followed and key governance documents are regularly updated.

Resources Managed

To lead and line manage a small team of governance specialists.

Main Duties and Responsibilities

Governance and Secretarial Support

- To lead development and implementation of good practice guidance across the governance and management framework and ensure that committee members receive high quality, reliable and effective administration at all times.
- To lead, plan and organise the annual cycle of meetings for relevant committees, taking into account appropriate scheduling of key decision-making points and working alongside colleagues to understand interdependencies.
- To act as secretary, as required, for the following key governance committees/boards: Council (Working), Executive Board, Senior Leadership Team, Audit & Assurance, Finance & Infrastructure, People, EDI & Wellbeing, Senate, Investments and Van Geest board of Trustees
- To liaise with senior officers and lay members, and external organisations as required, to provide expert briefings to ensure statutory and regulatory requirements are both understood and adhered to.
- To employ best practice to ensure that the University remains compliant with the CUC Code of Practice for governing bodies, in relation to relevant Committees.





Subsidiary Companies and Trusts

- To ensure compliance at all times with Companies Act regulations, relevant company good practice guidance and/or Deeds of Trust.
- To engage with colleagues in the Finance Division in their preparation of the University's consolidated financial statements and ensure that external returns are made in line with legislative requirements.
- To act as Secretary to the Board of Directors for the University subsidiary companies.

Policy and Procedure

- To lead the development of policy and procedure within the Governance Office.
- To continuously review the University's decision-making and accountability framework, which include its instruments of governance (Statutes, Ordinances and Regulations) to ensure the ongoing enhancement of the secretarial and support services provided to committee members.
- To lead the development and implementation of a comprehensive training and communication programme which includes updating and enhancing resources that support good practice in governance matters across the university (including the committee servicing guide)
- Lead the policy and process which oversees the annual committee effectiveness review process.
- To proactively maintain knowledge and share understanding on developments in the external higher education environment, particularly in relation to Government policy and funding. Use this knowledge to advise colleagues and ensure that issues are raised appropriately to key stakeholders.
- To be responsible for the effective management of key institutional policies and processes, including but not limited to: Freedom of Speech, Whistleblowing, OfS Reportable Events, OfS Conditions of Registration

Leadership and Team Management

- To lead a small team, ensuring they are coached and developed effectively and they have the tools and skills to deliver effectively for the organization.

Internal and External Relationships

- The post holder will need to work closely with a range of senior colleagues from across the University in order to understand and fulfil their requirements. They will also need to work jointly with other managers, from across the University, in order to deliver specific projects.
- The post holder will work closely with colleagues within the Legal and Governance, team to ensure appropriate knowledge and process are shared across related activities.
- The post holder will be expected to represent the University at external meetings/events gathering information and representing the University's interests as necessary. They will also be expected to create a network of effective contacts in other organisations with whom to share ideas and experience.





Planning and Organising

- The post holder must be capable of planning, leading and co-ordinating activities to facilitate effective decision-making across Council, Senate, key committees and the University leadership team.
- The post holder must display excellent time management skills to ensure workloads within the team are managed effectively, alongside showing flexibility to meet ad hoc requests from senior colleagues in a timely manner and to excellent standard.
- The post holder must also be able to pull together and lead virtual teams of individuals in order to deliver projects and initiatives

Qualifications, Knowledge and Experience

Essential

- A good first degree or equivalent experience*
- Substantial experience working in a governance, accountability or compliance environment in a large or complex organisation*
- Experience of leading and managing a team and delivering shared objectives
- Experience of managing senior stakeholders at Board level and providing expert briefings and advice*
- Proven experience of supporting senior committees and/or other formal groups and in supporting the development and implementation of policy and practice*
- Knowledge and understanding of governance structures and functions at a corporate level*
- Experience of using digital technologies to transform business operations in the area of governance*

Desirable

- A postgraduate or professional qualification in law, accountancy, governance, public administration or a related area

Skills, Abilities and Competencies

Essential

- Excellent communication and interpersonal skills, including a high standard of written work*
- Ability to produce reports and present information clearly to a wide range of staff
- Strong IT skills with proven experience of using financial information and other data to inform decision-making, and an appreciation of the wider environment in which universities are operating
- Excellent diplomacy, integrated thinking and impact and influence skills
- Ability to work well independently, co-operatively as part of a team, and within a changing environment
- Ability to demonstrate appropriate use of initiative, reliability and integrity
- Attention to detail, completeness and accuracy

Desirable

- The ability to make a presentation to a small group





- Willingness to engage with new technologies, including Artificial Intelligence, to inform the future development of the Service

***Criteria to be used in shortlisting candidates for interview**

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

