Job Description - Manager, Governance

About the Role

The Manager, Governance provides efficient and effective secretariat support to formal committees within the University's governance structure and manages all related activities for these committees. The postholder manages elections to the University Senate and other University Committees. As part of the Governance Team, the Manager contributes to the promotion of governance across the University, provides advice and guidance on governance issues, and champions the adoption of best practice. Working with Senior Managers, the Manager is responsible for the annual review of policies, including assistance in drafting new statements.

Key Responsibilities

Committee Servicing and Business Planning: Provision of effective secretariat support to formal committees within the University's governance structure and to manage all 'activities' surrounding these committees. Support Senior Managers in planning the annual committee business cycle.

- Secretary to Committees in the governance structure, including providing illness or holiday cover for other members of the team. Ensure a smooth flow of business with consideration to the business cycle and the committee timetable
- Prepare agendas and briefing notes and ensure distribution of papers in line with Standing Orders
- Attend and minute meetings and ensure action is followed up as required
- Report to committees as required and prepare the committee annual effectiveness review.
- Manage the work of the appropriate support staff in matters relevant to the operational requirements of the committees, for example ensuring timely submission, preparation and distribution of papers, communications with committee members and liaison with service areas of the University, for example IT and Estates, to ensure adequate preparation for the meetings
- Provide induction for new committee members
- Assist in planning the annual committee business cycle

University Elections: Provision of effective management of all elections within the University including formal governance committees, appointment committees, review groups, etc. involving all "activities" to do with administration, procedures, processes and final appointment of new members.

- Manage biennial elections to the Senate and University committees and ad hoc elections – set up an election on the OU election system, prepare and circulate the call for nominations, finalise constituency list, ballot preparation, run a ballot, mark and declare the results. Includes the biennial elections to the Senate and its substructure committees and other ad hoc elections as and when required.
- Provide advice and support to colleagues across the University on the running of elections.
- Manage the work of the appropriate support staff in matters relevant to University elections, for example the preparation of all election paperwork and assistance with
inputting election and candidate information on the election system.

Promotion of and advice on Governance: Provision of advice and guidance on governance issues, and contribution to increased awareness of and participation in governance and the adoption of best practice.

- Advice on best practice and on the operation of processes and procedures, recommending changes when appropriate.
- Active participation in the committee secretaries networking group and contributing to other activities to promote good governance and the adoption of best practice.

Policy Review: Assistance with the maintenance and review of a range of policies held by the University Secretary's Office. Assistance with drafting of new policy statements.

Such other duties as may be required from time to time by the Head of Governance, including:

- Contributing to the delivery of improved value for money by reducing maintenance costs, increasing efficiency, more effectively employing staff time, and improving economy of operation.
- Integrating records management and date protection compliance into working practices by using retention schedule to set destroy dates on records, using file and folder naming guidelines, ensuring personal and student data are protected and scheduling regular clear-outs of redundant paper and electronic records.

Skills and Experience

a. Demonstrable experience of successfully managing and servicing committees
b. Experience of managing complex processes and aptitude to translate this experience to a University context; ability to contribute to process improvement
c. Excellent oral and written communication skills, including facilitation, presentation and negotiation. Ability to synthesise information and draft papers clearly and convincingly
d. Excellent editorial skills; attention to detail and high levels of accuracy
e. Tact and discretion, with experience of handling confidential and sensitive data
f. Experience of managing business schedules
g. Excellent ICT skills in MS Outlook, Excel, Word, SharePoint and web-based programmes
h. Well-motivated and highly organised, with an ability to work methodically and on own initiative independently or with team members to meet deadlines.
i. Educated to degree level, or with equivalent professional experience.