**Job Related Information**

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. **Role Details**

<table>
<thead>
<tr>
<th><strong>Vacancy reference</strong></th>
<th><strong>13807</strong></th>
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<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Senior Manager Governance</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Head of Governance</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>£39,324 to £46,924 pro rata depending on experience and qualifications</td>
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<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Academic Related</td>
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<tr>
<td><strong>Grade</strong></td>
<td>Grade 8</td>
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<tr>
<td><strong>Duration of post:</strong></td>
<td>12 months from November 2017 (Maternity cover)</td>
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<tr>
<td><strong>Working hours:</strong></td>
<td>30 hours across 4-5 days</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td><strong>Closing date:</strong></td>
<td>12 noon Thursday 10 August 2017</td>
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<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Long version and covering letter</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>3</td>
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<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td><a href="mailto:APG-office@open.ac.uk">APG-office@open.ac.uk</a></td>
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</table>
2. Summary of duties

To provide support to the Head of Governance by managing governance improvement projects, in ensuring the effectiveness of the University’s governance arrangements and in maintaining and reviewing policies and procedures for which the Governance Team is responsible. To provide secretariat support to formal committees within the University’s governance structure, and to manage all related activities for these committees. To contribute to the promotion of good governance across the University, and to the provision of advice and guidance on governance issues and the adoption of best practice. To line manage the Governance Co-Ordinator (Grade 6).

KEY RESULT AREAS
The Senior Manager, Governance is accountable for three core functions:

2.1 Support to the Head of Governance
Management of governance improvement projects, the committee effectiveness review process and review and maintenance of the Universities Ethics and Anti-Fraud policy suite.

2.2 Committee Servicing
Provision of effective secretariat support to formal committees within the University’s governance structure, including the University Audit Committee, and to manage all ‘activities’ surrounding these committees.

2.3 Promotion of and advice on Governance
Provision of advice and guidance on governance issues, and contribution to increased adoption of best practice through the committee secretaries networking group.

Responsibilities of the Senior Manager, Governance include:

- Managing governance improvement projects
  - Governance workstream of Students First Transformation Programme
  - Review of University Charter and Statutes
  - Modernising governance processes – including system procurement, process redesign and system implementation
  - Development of governance models for areas of new business

- Supporting the annual review of governance effectiveness
  - Manage the committee effectiveness review process ensuring the roles and responsibilities of committee secretaries and chairs are clearly defined
  - Prepare a report identifying key themes emerging from committee effectiveness reviews, recommending actions to improve the quality of governance practice and ensuring these are implemented
  - Ensure governance practice complies with codes of practice and provide support to major reviews of governance effectiveness as required

- Maintaining and reviewing policies and procedures and related activities
  - Review annually through the Audit Committee the University’s ethics and anti-fraud policies

- Secretary to committees within the University’s governance structure, including the University Audit
Committee

◦ Ensure a smooth flow of business with consideration to the business cycle and the committee timetable

◦ Prepare agendas, papers and briefing notes for the Chair and ensure distribution of papers in line with Standing Orders

◦ Attend and minute meetings and ensure action is followed up as required

◦ Report to parent bodies as required and prepare the committee annual effectiveness review

◦ Manage the work of the support staff, and Working Secretaries where appropriate, in matters relevant to the operational requirements of the committees, e.g. ensuring timely submission, preparation and distribution of papers, communications with committee members and liaison with service areas of the University, eg IT and Estates, to ensure adequate preparation for the meetings

• Provision of accurate and impartial advice and guidance on governance issues, and contribution to increased awareness of and participation in governance

◦ advise on best practice and on the operation of processes and procedures, recommending changes when appropriate.

◦ co-ordinate meetings of the committee secretaries networking group and contribute to other activities to promote good governance and the adoption of best practice

• Line management of Governance Co-Ordinator (Grade 6)

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

◦ contribute to the delivery of improved value for money by reducing maintenance costs, increasing efficiency, more effectively employing staff time, and improving economy of operation.

integrate records management and data protection compliance into working practices by using the University’s 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.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential: A first degree or equivalent, or a relevant qualification and/or experience

Desirable: Evidence of continuing professional development

Knowledge, work and other relevant experience

Essential: Knowledge of governance, including working within its legal framework and regulatory environment

Experience of successfully managing medium-size projects with a range of stakeholders
Experience of successfully managing and servicing high level committees
Experience of developing relationships with and influencing, managers at all levels
Experience of working collaboratively as part of a team
Experience of developing and promoting good administrative practice

**Desirable:**

- Knowledge of the Higher Education environment within which the University operates
- Knowledge of data protection, freedom of information and equality and diversity issues
- Knowledge of process development and applying appropriate technological solutions

### Personal abilities and qualities

**Essential:**

- Ability to plan, schedule and manage a range of tasks and projects simultaneously, on time and to agreed standards
- Ability to draft accurate and succinct papers, minutes and correspondence to a high standard
- A keen eye for detail
- Ability to present information to different audiences
- Excellent interpersonal and communication skills, including facilitation, presentation and negotiation
- Well-motivated, with an ability to work on own initiative and to exercise judgement within area of responsibility
- High level of discretion over sensitive and confidential issues
- Capacity to handle detailed processes and procedures and to contribute to their improvement
- Ability to take holistic view of problems and to develop creative and pragmatic solutions
- Good IT skills, understanding the value and uses of IT in managing information, systems and processes to maximise efficiency

**Desirable:**
4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Academic Policy and Governance
Providing expert, professional services

The Academic Policy and Governance unit provides expert, student-centred services for academic and student policy, standards and processes, and for institutional governance and regulatory compliance.

We work in a transparent, collaborative and reflective way and we are committed to the University’s inclusive, innovative and responsive values.

The Academic Policy and Governance Unit is a recently established unit brought into being in November 2015 following a Professional Services restructure.

The unit monitors the external regulatory environment, internal governance decisions and feedback from students, anticipating changes and needs and developing policy and processes in response.

The unit currently consists of the following teams:

- Curriculum Policy & Processes
- Director’s Office
- Equality, Diversity & Information Rights
- Governance
- Quality
- Student Casework

Student Policy & Regulations

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Alison Benson on 01908 659118 or email: Alison.benson@open.ac.uk

If you have any questions regarding the application process please contact APG-office@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by:

<table>
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<th>Noon Thursday 10 August 2017</th>
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You should enclose:

- A covering letter, clearly indicating how you believe you meet the person specification. Please ensure you provide relevant examples as evidence to support your statement on no more than two sides of A4.
- Your completed application form (long version).
Post it to: Cathie Scanlan
Name/Job title: Office Manager
Department/Unit: Academic Policy & Governance
Address: Room 221 Charles Pinfold, The Open University, Walton Hall
Post Code: MK7 6AA
Or e-mail your application to: APG-office@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Alison Benson, Senior Manager Governance

The other members of the interview panel will be: Dawn Turpin, Acting Assistant Director of APG
Adam Gledhill, Strategy Manager, Strategy & Information

The interviews will take place on: 6 September 2017

The selection process for this post will include Further details on the selection process will also be sent to shortlisted candidates.

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.