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>Vacancy reference</th>
<th>14835</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Manager Governance</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Governance</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 - £38,883 pro rata, depending on experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Maternity cover</td>
</tr>
<tr>
<td>Working hours:</td>
<td>18.5 hours, Monday to Friday</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon Friday 13 July 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long version and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:APG-Office@open.ac.uk">APG-Office@open.ac.uk</a></td>
</tr>
</tbody>
</table>

Please place any accreditations you have here otherwise remove this text
2. Summary of duties

To provide secretariat support to formal committees within the University's governance structure, and to manage all related activities for these committees. To manage the University elections to the Senate, and other University Committees. To contribute to the promotion of governance across the University, and to the provision of advice and guidance on governance issues and the adoption of best practice.

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

2.1 Committee Servicing
Provision of effective secretariat support to formal committees within the University's governance structure and to manage all 'activities' surrounding these committees.

2.2 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.

2.3 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.

Responsibilities of the Manager, Governance include:

- Secretary to Committees in the Senate governance structure, currently Student Experience Committee, Curriculum Partnerships Committee and Joint Union Negotiating Committee meetings, and associated activities, including:
  - 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 the Senate 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

- Management of all University Elections, including:
  - 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.

- Provision of accurate and impartial advice and guidance on governance issues, and contribution to increased awareness of and participation in governance
  - 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
• Such other duties as may be required from time to time by the Head of Governance, including:
  o 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.
  o Integrating records management and data 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.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Education, qualifications and training**

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

**Knowledge, work and other relevant experience**

**Essential:**

Experience of successfully managing and servicing formal committees

Experience of developing relationships with and influencing, managers at all levels

Experience of working collaboratively, as part of a team

**Desirable:**

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

Knowledge of the Higher Education environment within which the University operates

Knowledge of data protection, freedom of information and equality and diversity issues

**Personal abilities and qualities**

**Essential:**

Well-motivated, with an ability to self- organise, to work on own initiative and to exercise judgement within area of responsibility

Ability to plan, schedule and manage a range of complex tasks and projects simultaneously, on time and to agreed standards

Excellent communication skills, including facilitation and negotiation.

Ability to draft papers clearly and convincingly. Good editorial skills

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:

- Quality Assurance and Curriculum Policy
- Director’s Office
- Equality, Diversity & Information Rights
- Governance
- 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 Julie Tayler on 01908 332963 or email: julie.tayler@open.ac.uk

If you have any questions regarding the application process please email: APG-Office@open.ac.uk.
7. The application process and where to send completed applications

Please ensure that your application reaches the University by: Noon, Friday 13 July 2018

You should enclose: A covering letter, clearly indicating how 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: Kerry Ross

Name/Job title: Office Assistant

Department/Unit: Academic Policy & Governance

Address: Room 221 Charles Pinfold

The Open University, Walton Hall, Milton Keynes

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: Julie Tayler, Senior Manager Governance

The other members of the interview panel will be: Jenny James, Manager Governance

TBC

The interviews will take place on: Thursday 9th August 2018

The selection process for this post will include: Interview and test

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. If you have not heard from us by 27th July 2018 please assume your application has not been successful.

Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.