Job Description – Senior Manager, Governance

About the Role

The Senior Manager, Governance, provides expert advice on all aspects of corporate and academic governance across the University. The postholder provides a full secretariat service to formal committees within the University’s governance structure. Maintaining an awareness of the changing policy and regulatory environment, they contribute to the promotion of efficient and effective governance across the University and the adoption of best practice. An experienced manager, they are responsible for line management and project management of governance team staff.

Key Responsibilities:

Provision of Advice and Promotion of Governance
Awareness of the HE policy environment, especially as it applies to the four Nations in the UK, and of trends in 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.

Committee Servicing
Provision of effective secretariat support to formal committees within the University’s governance structure and to any other formal Committees or informal groups as required. Manage all activities associated with such Committees, working closely with Committee Chairs and subject specialists to ensure business is conducted transparently and efficiently.

Committee Effectiveness and Policy Review
Manage, review and develop processes to ensure that governance Committees conduct appropriate reviews of business and effectiveness. Lead the annual review of policies.

Staff Management and Development
Line management of a Governance Coordinator and Manager, Governance. Matrix management of other members of the governance team on a project basis.

Specific Responsibilities of the Senior Manager, Governance include:

Provision of accurate and impartial advice and guidance on governance issues, understanding of sector best practice and policy environment, and contribution to increased awareness of and participation in governance

- Ensure compliance with relevant sector codes, reviewing and recommending change as appropriate
• 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
• Drive forward improvements in governance systems

**Secretary to the Senate and other governance committees**

• Attend and minute meetings, prepare reports for the University Senate and the Council as appropriate, ensure action is followed up as required
• Prepare agendas, papers and briefing notes for the Chair in liaison with senior University officers and specialist staff within the OU; commission papers as appropriate
• Ensure committee management process and effectiveness review is adopted and embedded
• Ensure Committees are correctly constituted and operate in accordance with Standing Orders
• Contribute to the smooth flow of business through the Senate and the Council through liaison with colleagues; responsible for business cycle planning and the committee timetable
• Supervise the appropriate support and professional staff in matters relevant to the operational requirements of the committees

**Committee Effectiveness and Policy Review**

• Manage the University’s annual committee effectiveness review process, recommending improvements in line with sector best practice
• Lead responsibility for the annual review of policies within the University Secretary’s Office; liaison with other policy leads to ensure consistency

**Line and project management of staff**

• Undertake all aspects of line management and development for two staff: Manager, Governance and Governance Coordinator
• Manage other members of the Governance team on specific project tasks

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

• secretary to occasional ad hoc committees in the University’s governance substructure as appropriate, for example Council and Academic Governance Review Groups, University Officer appointment committees
• reviewing 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.

- 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

Skills, Experience, and Knowledge

a) Demonstrable experience of managing and servicing high level committees efficiently and effectively. Engagement with, and knowledge of, University governance an advantage.

b) Experience of modernising governance processes – including system procurement, process redesign/improvement, and system implementation.

c) Experience of working collaboratively, as part of a team.

d) Proven experience of managing and developing staff.

e) Well-motivated, with an ability to work on own initiative and to exercise judgement within area of responsibility.

f) Ability to plan, schedule and manage a range of complex tasks and projects simultaneously, on time, within budget and to agreed standards.

g) A track record of communicating effectively with both specialists and non-specialists, including facilitation, presentation and negotiation. Ability to draft papers clearly and convincingly. Excellent editorial skills.

h) High level of discretion over sensitive and confidential issues.

i) Ability to take holistic view of problems and to develop creative and pragmatic solutions.

j) Educated to degree level, or with equivalent professional experience.