

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Clerk to the Board of Governors
EHM0176-0818**

Responsible to: Chair of the Board of Governors

Accountable to: Chair of the Board of Governors

The Post

The post-holder is responsible for the provision of independent, authoritative advice, guidance and administrative support to the Board of Governors, ensuring their compliance with the various statutory, regulatory body and other legal obligations and the adoption of best practice in governance.

The Clerk is accountable solely to the governing body and reports directly to the Chair of the Board in relation to governing body business. The Clerk is required to consult with the Vice-Chancellor and other senior colleagues, including the Deputy Vice-Chancellor and University Secretary, keeping them fully informed of any relevant matters relating to governing body business. Equally, the Clerk is required to advise the Chair in respect of any matters where conflict, potential or real, may occur between the governing body and the Vice-Chancellor.

This post does not carry line management responsibility but the post-holder will be expected to work closely with the Administrative Officer (Governance, Projects and Policy) to ensure the best possible support is provided to the Board.

Main Duties and Responsibilities

1. Providing the Board with independent, authoritative advice and guidance in respect of its responsibilities, ensuring compliance with all legal and regulatory requirements and the proper exercise of their powers. This includes alerting the Board to any situation in which the Clerk believes any proposed action would exceed the

Governors' powers or be contrary to legislation or otherwise be inappropriate. Amongst other matters, the Clerk will be specifically required to advise on:

- The Instrument and Articles of Government
 - The regulatory requirements of the Office for Students
 - The CUC Higher Education Code of Governance
 - The HEFCE Audit Code of Practice
 - The Standing Orders of the Board
 - The Terms of Reference of the Board and its Committees
 - The Financial Regulations and procedures of the University
2. Proactively keeping abreast of external developments, ensuring that new and revised responsibilities of the Board are drawn to their attention in a timely manner.
 3. Planning the programme of Board meetings and establishing the annual cycle of business in consultation with the Chair and the Vice-Chancellor, ensuring alignment with any other bodies whose decisions may be pertinent to the Board, such as Academic Board.
 4. Acting as Committee Clerk to the Board and acting as Clerk or ensuring appropriate support is provided to all its committees/working groups. Specifically, unless otherwise agreed with the Chair, this includes:
 - Attending and convening all meetings
 - Preparing and agreeing agendas
 - Sourcing and preparing appropriate, concise, high quality papers for meetings
 - Ensuring timely and effective circulation of papers to members
 - Preparing draft minutes and ensuring approved minutes are made available for reference as required, taking into account any need for confidentiality.
 5. Providing/obtaining appropriate legal or other specialist advice for the Board in regard to the conduct of Board business.
 6. Ensuring the Board and its Committees undertake regular reviews of their effectiveness and advising on the adoption of best practice.
 7. Maintaining/developing the Board's Standing Orders and other procedures as necessary and ensuring the Board is appropriately advised on matters of procedure.
 8. Monitoring, reviewing and securing approval of the Scheme of Delegation.
 9. Monitoring and controlling the application of the Seal of the Board.
 10. Acting as correspondent for the Board and a reference point for all enquiries.

11. Maintaining a record of membership of the Board and its Committees, arranging for the secure storage of personal data, keeping attendance records and monitoring the reimbursement of members' expenses.
12. Maintaining the charity web pages and maintaining and ensuring the annual publication of the Register of Interests for Board and Executive Committee members.
13. Administering the recruitment process for new Governors, providing an appropriate induction programme and advising on other opportunities for training and development.
14. Acting as the administrative manager in operating the Governor Complaints Process and for the appointment, suspension or dismissal of senior post-holders.
15. Other duties as may be required from time to time by the Board.

Salary: Annual salary is determined by the Remuneration Committee.
£7,500 honorarium will be awarded for the 2018/19 academic year to support transition into the post. During this period the Clerk-designate will be expected to attend all meetings of the full Board and at least one meeting of each sub-committee.

Working Hours:

The post of Clerk is equivalent to 0.4FTE although the post-holder will be expected to be available during working hours and to be flexible in amalgamating the duties with other responsibilities. The majority of Board meetings take place in the evening and there is an expectation that the post-holder will be prepared to work a substantial number of evenings.

Note: See also attached supplementary information sheet relating to this appointment.

Candidates should note that shortlisting will be based on information provided in the letter of application with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION
Clerk to the Board of Governors
EHM0176-0818

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable
1	Degree or equivalent professional qualification	*	
2	Understanding of the legal framework for Higher Education governance	*	
3	Evidence of political awareness	*	
4	Appreciation of ethical issues relating to public life	*	
5	Excellent IT skills <i>including the use of the Microsoft Office suite, particularly advanced Word and Excel</i>	*	
6	Experience of providing advice and support at the highest organisational level, including to independent Board members	*	
7	Experience in a senior management role and of preparing or presenting papers at Board level	*	
8	Previous experience of providing Clerk services at Board level		*
9	Excellent organisational and administrative skills	*	
10	High level interpersonal and communication skills	*	
11	Accurate and succinct writing style	*	
12	Ability to organise and prioritise workload and to use own initiative	*	
13	Ability to think, operate and contribute at a strategic level	*	
14	Ability to work under pressure and to meet deadlines	*	
15	Ability to work as part of a team	*	
16	Ability to act with integrity, tact, and diplomacy, maintaining confidentiality at all times	*	
17	A professional approach and commitment to deliver a high quality service	*	
18	Ability to respond flexibly and pro-actively to changing needs	*	
19	Ability to work accurately	*	
20	Ability to exercise clear, informed judgement and to be decisive	*	