

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

**Closing Date: 30 October 2016**

**Interviews are planned for: 16 November 2016**

Produced by:  
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**JOB DESCRIPTION – Job ref REQ00263**

<b>Job Title and Grade:</b>	Governance Support Officer Grade 7
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	£29,301 – 32,004 per annum
<b>Department/Section:</b>	Strategic Planning and Change Section
<b>Reports to:</b>	Director of Strategic Planning and Change / Deputy Secretary
<b>Reports on a day to day basis to:</b>	Head of Corporate Governance
<b>Purpose of job:</b>	Supporting the effective operation of the University's corporate governance structures.

**Duties of the Post:**

1. Acting as committee secretary for the University's Audit and Risk Management Committee (ARMC), providing high quality professional support including:
  - arranging and attending agenda planning meetings with the Chair (the University Treasurer)
  - preparing agendas for approval, Chair's briefing papers, minutes and other documents as required using University styles and standards for formal papers
  - managing the timely preparation of committee papers, including liaison with paper authors
  - engaging with complex University business and decision making in order to prepare accurate minutes, action notes and to undertake follow-up work as required
  - supporting the annual effectiveness review of ARMC
  - being responsible for committee communications, liaison with committee members and acting as a first point of contact for external members
  - arranging induction and training events for committee members
2. Acting as committee secretary or minuting secretary for other committees, meetings and working groups as required, e.g. the Systems and Academic Projects Board and taking action notes at Professional Services Planning Meetings.
3. Drafting papers and reports for University committees as required, including revising and tailoring papers to meet committee requirements.
4. Facilitating a network of committee secretaries, contributing to support, guidance and training on University committee protocols and good practice.
5. Managing the introduction and roll-out of the paperless operation of University committees. Responsibilities include:
  - consultation with IT Services and other parts of professional services
  - supporting the creation and development of electronic repositories for the safe and secure storage, distribution and access to committee papers, and liaising with other committee secretaries to ensure business requirements are met
  - training and guidance for committee secretaries, chairs and committee members, including production of a training plan and guidance materials

- communications and a communications plan relating to the introduction and roll-out of the paperless operation of University committees
6. Taking responsibility for the business as usual operation of paperless committees, including consistent document management; reviewing and enhancing the operation of paper repositories and paperless committee processes; and providing support for the induction of new committee members, secretaries and chairs.
  7. Using the University's customer relationship management system and maintaining accurate and up to date committee membership records, including records of interests.
  8. Working as part of a team to ensure support for Court members, including through arrangements for the annual meeting of University Court and for meetings of special interest groups.
  9. Providing PA support to the Director of SPCS in his/her capacity as Deputy Secretary, including support for committee preparation and follow-up through the production of briefing notes and action plans.
  10. Any other duties relating to the work of the SPCS that may be assigned from time to time by the Director or his/her nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

#### **Terms of Appointment**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**October 2016**

## PERSON SPECIFICATION

<b>JOB TITLE: Governance Support Officer</b>
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### Qualifications /Training

	Essential	Desirable
▪ Educated to degree standard (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A project management qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Experience as a committee secretary for a formal/ senior level committee in a complex organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Comprehensive knowledge of committee administration; experience of developing agendas and writing high quality minutes for formal committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of writing reports and papers, synthesising complex information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working successfully with senior managers and a wide range of internal and external stakeholders in a complex organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with confidential or sensitive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing a wide range of tasks in a busy environment and successfully prioritising them to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of process review and/ or supporting the implementation of process change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of delivering a structured project or projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of formal project management processes and methodologies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ A high level of IT literacy including proficiency in Word, Excel, PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Familiarity with SharePoint or other web-based document management systems for giving access to and archiving documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of UK higher education and of corporate governance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working within an environment with a formal decision making structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Web editing skills and experience of the use of the web for internal corporate communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Ability to work under pressure in a methodical, highly organised, calm manner and to effectively prioritise workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent attention to detail and the ability to work with the highest levels of accuracy and with confidential and sensitive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to understand complex University business and to accurately and sensitively summarise discussion and resulting decisions and actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A positive attitude, flexible approach and the ability to work proactively on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable ability to learn and assimilate information quickly and evidence of a willingness to take on new tasks and professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Demonstrable organisational skills and the ability to deliver a cross-institutional system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills and the ability to work with and relate to people at all levels both internally and externally, building trust and confidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written communication skills and the ability to structure reports and papers to best effect	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to the strategic aims and values of the University	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of excellent team working skills, including of working as part of a cross-institutional team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**October 2016**

## **Additional Information**

**Department** - Strategic Planning and Change Section

You can find more information about the department at the following link:  
<http://www.essex.ac.uk/spcs/>

## **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

## **General information**

Informal enquiries may be made to Clare Hornsby, Head of Corporate Government (telephone: 01206 874704 e-mail: [clare.hornsby@essex.ac.uk](mailto:clare.hornsby@essex.ac.uk)). However, all applications must be made online.

## **Benefits**

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

## **No smoking policy**

The University has a no smoking policy

**October 2016**