

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. 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: 6 June 2017

Interviews are planned for: 22 June 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref REQ00656

Job Title and Grade:	Governance Support Officer, Grade 7
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£29,301 – 32,004 per annum
Department/Section:	Strategic Planning and Change Section
Responsible to:	Director of Strategic Planning and Change/ Deputy Secretary
Reports on a day to day basis to:	Head of Corporate Governance
Purpose of job:	To provide high quality professional support for the University's corporate governance committees and structures; to support the efficient and secure paperless operation of committee meetings, and to lead on the development and delivery of training and guidance relating to University committee protocols and good practice.

Duties of the Post:

The main duties of the post will include:

1. Working with the Governance Officer to provide high quality professional secretarial support for the University's Audit and Risk Management Committee (ARMC), including:
 - arranging and attending agenda planning meetings with the Chair (the University Treasurer), recording actions and ensuring that any follow-up work is undertaken as required
 - preparing agendas for approval, Chair's briefing papers and other documents as required, using University styles and standards for formal papers
 - managing the timely preparation and distribution of committee papers, including liaison with paper authors
 - engaging with complex University business and decision making to ensure that papers progress effectively through the University's corporate governance structures and that actions arising from meetings are recorded, communicated, monitored and completed within the agreed timeframe
 - supporting the annual effectiveness review of ARMC
 - being responsible for committee communications, liaison with committee members and acting as a point of contact for external members
 - arranging induction and training events for committee members
 - when deputising for the Governance Officer, attending meetings of ARMC and preparing accurate minutes for consideration by the Chair
2. Acting as secretary to the Systems and Academic Projects Board (SAPB). This will involve:
 - working closely with the Projects Governance Officer to ensure the smooth and timely flow of business through the project governance committees
 - planning committee business and drafting agendas for approval by the Chair
 - writing papers for consideration by the Board and for the parent committee, the University's Project Coordination Group (PCG), and other senior committees as necessary

- managing the timely preparation and distribution of committee papers, liaising with paper authors and sponsors providing advice and guidance as required
 - advising the Chair and the Board on University policy and processes relating to project governance
 - preparing briefing notes for the Chair, taking minutes at meetings, and liaising with academic and professional service departments to ensure that all necessary follow-up action is completed
 - managing the SAPB email distribution groups and permissions for the SAPB SharePoint site, ensuring that the content is up-to-date and accessible to members of the Board
3. Acting as secretary for other corporate and project governance committees e.g. the University Steering Group, Capital Planning Group and Project Coordination Group during periods of staff absence; acting as minuting secretary for other meetings, working groups and Professional Services Planning Meetings as required.
 4. Drafting papers, reports and cover sheets for University committees, and revising and tailoring papers to meet committee requirements.
 5. Establishing and facilitating a network of committee secretaries, proactively identifying topics and themes for discussion and developing and delivering content at network meetings and events.
 6. Developing and delivering templates, guidance and other resource and training materials for committee members, secretaries, chairs, paper sponsors and authors on University committee protocols and good practice.
 7. Working with the Governance Officer to introduce, roll-out and enhance the paperless operation of University committees. Responsibilities include:
 - consultation with IT Services and other parts of professional services on the enhancement and continued roll-out of an online committee portal, improving efficiency and consistency of committee management and reducing reliance on paper
 - supporting the creation and development of electronic repositories for the safe and secure storage, distribution and access to committee papers, and liaising with committee secretaries to ensure business requirements are met
 - developing and delivering training and guidance for committee secretaries, chairs and committee members, including the production of a training plan and guidance materials
 - the development and implementation of a communications plan relating to the committee portal
 8. Taking responsibility for the business as usual operation of paperless committees, including consistent document management; review and enhancement of system functionality; support for the induction of new committee members and committee secretaries.
 9. Providing 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.

Any other duties as may be assigned from time to time by the Director of Strategic Planning and Change 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#>

PERSON SPECIFICATION

JOB TITLE: Governance Support Officer

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"/>
▪ A high level of IT literacy including proficiency in Word, Excel, PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of delivering a structured project or projects	<input type="checkbox"/>	<input checked="" 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"/>

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>



confidence		
▪ 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

	Essential	Desirable
▪ 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>

ADDITIONAL INFORMATION

Strategic Planning and Change Section

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

General information

Informal enquiries may be made to Clare Hornsby, Head of Corporate Governance (telephone: 01206 874704 email: chorns@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

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

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
- 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.