RAVENSBOURNE

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| **ROLE DESCRIPTION AND PERSON SPECIFICATION PROFESSIONAL AND ADMINISTRATIVE STAFF** |
| **Role Title:** Governance Officer  **Service:** The Board and Executive  **Pay Band:** Band C  **Reports to:**  Senior Executive Assistant |
| **Purpose of Role:**  The post has two main parts. Firstly, the holder will support the university secretary in their role as lead governance officer, managing board and committee meetings, papers and taking minutes of meetings. Further, the office holder will produce summaries of key documents (e.g. policy papers) and support the university secretary in the compilation and updating of a compliance risk register.  Secondly, the post holder will undertake administrative duties in support of the university secretary as an executive assistant; managing work flow, keeping track of reports, actions and deadlines, drafting reports, papers, memos and letters, arranging appointments, dealing with correspondence, taking minutes at meetings and maintaining files and records. The post holder will also assist executive members on key project management issues. The post holder will liaise with individuals at all levels both internally and externally, including senior figures within related industries.  The post holder will work within the Secretariat team to support the whole executive, although they will take specific responsibility for supporting the university secretary and chair of the board. |
| **Role Responsibilities:**   * Maintain the calendar of board and committee meetings, ensuring all members are invited and tracking apologies and quoracy * Advising report writers of deadlines for board and committee papers, chasing papers and creating and publishing board and committee packs * Taking the minutes at board and committee meetings (and other meetings as required), and following up on actions * Support the university secretary in the compilation and updating of a compliance risk register * Produce summaries of key policy documents coming from HE regulators (e.g. OfS, DfE, etc.) * Provide comprehensive support to the University Secretary and other assigned executive members, including the proactive management of their diaries, inboxes, travel arrangements and hospitality as required * To prepare and (where necessary) draft high quality correspondence and other communications for action by the executive team members, including spreadsheet data, presentations and briefing notes as requested * Handle internal and external enquiries with board members, suppliers, partners and other stakeholders in a professional manner, picking up responsibility for handling responses to straightforward questions and dealing with them to conclusion or referring them elsewhere as appropriate * Manage projects for members of the Executive team and report on outcomes * Ensure the Secretariat team and Executive team are briefed on relevant matters, where relevant * To take a proactive role in events that are planned and organised through the Secretariat team * As required, during periods of absence, to assess the importance of correspondence and other communications for action by the Executive team * Demonstrate understanding of Ravensbourne’s values, culture and educational ethos and promote these through everyday practice in the role, including working within Ravensbourne’s Code of Conduct and other rules an policies * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work, and show commitment through everyday practice in the role * To undertake other duties commensurate with the grading and purpose of the post as required from time to time by the various senior post holders |

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| **Key working relationships:**   * Secretariat Manager * University Secretary * Board members, including Chair and Committee Chair’s * Wider executive team |
| **Resources Managed**   * N/A   **Budgets:**   * NA   **Staff:**   * N/A   **Other (e.g. equipment; space)**   * N/A |

**Person Specification (Knowledge, Skills and Behaviours)**

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|  | **Essential** | **Desirable** |
| **Minimum Qualification Required**   * governance qualification or part-qualified (e.g. CGI) or equivalent * Secretarial or governance experience |  |  |
| **Key Experience and Skills Required**   * Strong written communication skills with the ability to draft and edit documents, produce summaries and compose own documentation (particularly minutes of meetings) * IT literate (including Word and Excel), with evidence of a keen eye for accuracy and attention to detail * Excellent organisation and administration skills with the ability to plan and prioritise work for self and others * Professional interpersonal and communication skills on the phone and face to face, for engagement with board members, external contacts and staff to include the ability to persuade, motivate and negotiate effectively * Good analytical skills with the ability to identify key points from complex material or information * Numeracy and the ability to monitor financial information |  |  |
| **Personal Qualities**   * Self-motivated, flexible and able to make judgement as to when to take the initiative on the director’s behalf and considering direct and indirect impact * Assertive and pro-active, with the ability to work on own initiative with little supervision * Discretion in dealing with confidential information * A team player who enjoys helping other people * Calm and mature approach, especially when working under pressure |  |  |