

Description and Person Specification
Professional Services Staff

Job title: Governance Manager

Department: Secretariat

Pay Band: 4

Line Manager: Secretariat Manager

Role Purpose:

The role holder is responsible for delivering a strategic and high-impact support service for the University's Board of Governors. S/he will ensure the effective operation of corporate governance structures and systems to ensure that Ravensbourne is able to operate efficiently and effectively, whilst securing appropriate standards of conduct and accountability. They will work closely with members of the Secretariat team and with other teams across the University to ensure that the business of the Board of Governors is well organised and highly coordinated, analysing and resolving issues as they arise and recommending improvement of systems and processes.

Under the direction of the University Secretary, the post holder coordinates the corporate governance frameworks of the University which cover legislation, external regulation, risk management, compliance and delegations of authority. S/he provides administrative and secretariat support and services to the University's Board of Governors and its committees, ensuring that scheduling is compatible with the University's academic governance calendar, executive team workflows, regulatory requirements and external deadlines.

The post holder will take a proactive approach to ensuring they understand and stay up-to-date with the University's key activities and related processes and will routinely provide governance advice and guidance to the University Secretary and members of the Board.

Duties and Responsibilities:

- Act as the first point of contact, together with the University Secretary, for the Chair, Vice-Chancellor and members of the Board in relation to Board, committee and University matters. Manage upwards, in support of the Chair of the Board and University Secretary's time and remit.
- Lead the planning of all board and committee meetings, negotiating scheduling with senior leaders, independent and co-opted members and external and

internal auditors, tracking apologies and quoracy. Be responsible for monitoring and reporting on the committee action tracker, taking personal responsibility for actions related to governance and advising all contributors of expected content and deadlines for board and committee papers. Anticipate potential issues and independently identify and implement solutions to maintain the smooth running of the governance cycle.

- Take responsibility for the production of high-quality minutes at board and committee meetings (and other meetings as required), ensuring that information which is often complex, detailed and technical is accurately presented and that discussions and actions are appropriately captured.
- Provide basic calendar management support to the Chair of the Board of Governors, focused on coordinating key meetings and engagements.
- Establish and implement good governance practices and provide advice and support to the Chair, Board and its committees, Vice-Chancellor, University Secretary and senior management in the good governance of the University. More broadly, influence senior leaders across the University to ensure that the University's governance system operates effectively, supported by high quality information.
- Manage the University's delegations and compliance frameworks and associated databases/registers, and review, maintain and manage amendments as required. Advise senior managers and governors on the interpretation of the governing documents, terms of reference of committees, standing orders and related governance documents.
- Develop and maintain a succession plan and skills matrix for independent governors and manage the process to recruit new governors and co-opted committee members. Support the University Secretary & Registrar and Director of P&C with the process to recruit board-appointed senior post holders.
- Ensure, in collaboration with the University Secretary & Registrar, that the University is operating in accordance with the Committee of University Chairs' codes of practice, and that the University is compliant with OfS conditions of registration in relation to governance.
- Monitor the external governance landscape, independently researching and analysing a variety of complex information to conduct policy reviews and produce summaries of key documents from HE regulators and others. Manage the University's response to relevant policy and regulatory change, advising on and coordinating action across the University as necessary, and taking initiative to ensure continuous improvement of relevant processes and procedures. Seek external advice and support where necessary, for example from relevant sector and professional bodies, to inform University practice.

- Coordinate internal and external assessments of Board and committee performance (in consultation with the University Secretary and the Chair) and make recommendations for addressing the required balance of skills, knowledge and experience of the Board and its committees. Identify and advise on areas of activity in which significant governance challenges are present, working with minimal supervision to devise action plans and processes to address those challenges.
- Prepare and present papers and submissions on strategic and operational matters requiring approval by the Chair, Board of Governors and Board committees and exercise discretion and strict confidentiality.
- Alongside the Head of Academic Quality and the Secretariat Manager, lead and motivate other staff across the institution in the implementation of good practice in respect of servicing meetings, including the piloting and deployment of generative AI to improve productivity and accuracy. Develop and lead associated internal networks to drive continuous improvement in governance practices.
- Design and deliver events and visits on behalf of the board, including periodic board strategy away days, ensuring that the content and scheduling of these events contribute to effective governance. Ensure that venue and hospitality arrangements are well-suited to the purpose and aims of the event and negotiate logistics, costs and terms with external suppliers, in accordance with financial and procurement policies, to secure best value.
- Independently lead the organisation of, and communication with, honorary fellows, honorary graduands and other dignitaries for Ravensbourne graduation ceremonies, advising the Chair of the Board and honorary awards sub-committee accordingly. Develop and maintain effective external relationships with forthcoming and previous honorary award holders (and their offices/agents as necessary) to ensure this important external network provides value for the University.
- Establish and coordinate networks of internal stakeholders to analyse, monitor and identify levels of compliance risk and compile, maintain and review a compliance risk register, reporting to the University Secretary & Registrar and/or others on any areas of concern. Co-ordinate the University's strategic risk register and risk appetite statement, regularly liaising with the internal auditors and maintaining an internal audit action tracker on behalf of the Audit Committee.
- Act as secretary to the Equality, Diversity and Inclusion (EDI) Committee. Champion the University's commitment to equity and inclusion by embedding these principles into governance policies and practices.
- Where required, deputise for the University Secretary & Registrar on matters relating to corporate governance and take delegated decisions on her behalf.

- **Other**

- Demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role.
- Work within Ravensbourne's code of conduct and other rules.
- Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.
- Carry out the policies, procedures, and practices of health & safety in all aspects of the role.
- Work in accordance with and promote Ravensbourne's environmental sustainability policy and practices.
- Work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne's objectives achieved.

Key working relationships:

- Secretariat Manager
- University Secretary
- Board members, including Chair and Committee Chairs
- Secretariat team
- Wider executive team

Resources Managed

Budgets: Manage budgets assigned to Board/governance activities on behalf of the University Secretary.

Staff: N/A

Other: N/A

Person Specification

<u>Knowledge and Experience</u>	Essential	Desirable
<p>Professional qualifications/experience</p> <ul style="list-style-type: none"> • Governance qualification or part-qualified (e.g. CGI) or equivalent relevant experience • Finance or legal qualification 	✓	✓
<p>Key Experience and Skills Required</p> <ul style="list-style-type: none"> • High-level experience of managing a governance function including the planning, delivery and servicing of multiple board/committee meetings. • Experience of working within a fast-paced committee environment within HE, FE, or another highly-regulated environment. • Experience of strategic risk management. • 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. • Excellent communication and diplomacy skills, capable of navigating sensitive issues with senior leaders, including the Vice-Chancellor, Chair and members of the Board • The ability to persuade, motivate and negotiate effectively with a wide range of stakeholders, including Board members and senior staff. • Exceptional written communication skills with the ability to produce summaries of complex and commercially sensitive information for a variety of audiences. • Excellent analytical skills with the ability to synthesise key messages from multiple information sources. • Good numeracy skills and the ability to understand complex financial 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

information.		
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<u>Core Personal skills abilities and behaviours</u>	Essential	Desirable
<ul style="list-style-type: none"> • Self-motivated, flexible and able to make judgements 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 and works collaboratively through others to achieve objectives. • Calm and confident approach, especially when working under pressure. 	✓ ✓ ✓ ✓ ✓	

Our Values

Connection: We value what happens together and we collaborate to achieve our collective goals.

Dynamism: We embrace every opportunity to adapt and optimise.

Inclusion: We celebrate our diversity, and we embrace difference as a source of strength.

Professionalism: We aim for quality in everything we do and take pride in our work.

