

Job Description

Job title: Governance Officer

Directorate: Corporate Services

Grade: F

Role profile: SMF1

Full time (37 hours per week), Fixed term – maternity cover (for up to 12 months)

	Duties of the role
Overall purpose of the role	Support university Board and committee governance by drafting papers, taking minutes, ensuring statutory and regulatory governance obligations are upheld, ensuring compliance, and maintaining smooth office operations. Work independently and with colleagues to meet the highest governance standards, including those set out within the Committee of University Chairs (CUC) Higher Education Code of Governance.
Main duties and responsibilities	<p>Committee Management</p> <ul style="list-style-type: none"> • Attend Board and committee meetings, acting as secretary when needed • Take accurate, concise minutes and produce them to a high standard • Advise senior executives, committee chairs and members on governance and decision-making matters • Ensure meetings are properly serviced with appropriate venues and arrangements • Provide timely, high-quality documentation to members • Monitor and support delivery of actions from meetings • Organise meeting schedules for Board of Governors and sub-committees <p>Governance Standards and Improvement</p> <ul style="list-style-type: none"> • Monitor best practice and support continuous improvement of governance standards • Coordinate guidance and training for committee secretaries and chairs • Support development of the university Almanac (key meeting schedule) • Work with the Deputy Secretary to monitor policy developments and regulatory requirements • Draft policies and procedures to ensure compliance and best practice • Responsibility for maintaining the online presence of governance content, both internally and externally, in support of regulatory transparency <p>Governor Support</p> <ul style="list-style-type: none"> • Act as point of contact for governors and handle enquiries professionally • Support effective administration of the Board and committees • Draft and/or input into briefing reports for governors • Manage Register of Interests for governors and senior staff • Assist with governance effectiveness reviews • Support governor attendance at events and training • Work with the Deputy Secretary and Governance Officer on governor appointments, induction, and support • Manage IT arrangements for governors • Ensure safe custody of official records

- Promote engagement with the university
- Expectation of flexibility in supporting meetings

General Office Duties

- Support Board dealings with external regulators and relevant bodies
- Maintain online governance information for compliance
- Collate and distribute information to board and executive colleagues
- Administer governor expense reimbursements
- Manage the office budget
- Support management of the use of the University Seal and relevant document execution of the University Seal
- Co-manage the Governance Office email and draft responses to enquiries

Other Responsibilities

- Perform other duties commensurate with the job grade as reasonably required from time to time
- Maintain highest standards of professional conduct, in accordance with the Code of Conduct
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others
- Work flexibly outside normal hours when needed, on occasion

Values

- Act in accordance with DMU Values:
 - Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others.
 - Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions.
 - Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively.
 - Community minded - Embrace alternative views, treat others with respect, and tackle inequalities.
- Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations.
- Minimise environmental impact in the performance of the role, seek to promote environmental sustainability within areas of responsibility and actively contribute to the delivery of the DMU Environmental Policy.
- Display a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Educated to degree level, or equivalent experience	Essential		A			D
	Experience of providing high-level support to senior boards/committees	Essential		A	I		
	Experience of engaging effectively with senior stakeholders at high-level boards/committees	Essential		A	I		
	Experience of drafting reports and documentation for high-level committee/board meetings	Essential		A	I	T	
Previous Work Experience	Experience of working within a governance environment, providing specialist advice to stakeholders	Essential		A	I		
	Experience of devising and improving systems and processes		Desirable	A	I		
	Experience of financial administration, including via the use of enterprise software (SAP, or equivalent)		Desirable	A	I		
Knowledge, Skills and Abilities	Exceptional written and oral communication skills and ability to prepare agenda and accurate, concise minutes	Essential		A	I		
	Excellent planning and organisational skills and the ability to ensure deadlines and standards are consistently met	Essential		A	I	T	
	Excellent proof-reading skills with a keen attention to detail	Essential		A	I	T	
	Excellent IT skills	Essential		A	I		

	Knowledge and understanding of higher education governance arrangements, legislation and sector developments		Desirable	A	I		
Personality, Attitude, Motivation	Strong personal commitment to higher education and the values, aims and objectives of the university	Essential		A	I		
	Ability to exercise initiative, work independently and to prioritise against deadlines	Essential		A	I	T	
	Ability to form effective working relationships at all levels, including managing upwards	Essential		A	I	T	
	Able to provide a service to a diverse range of stakeholders to promote good relations and equality of opportunity	Essential		A	I		
Additional Requirements	Strong understanding of confidentiality and the requirements of UK GDPR	Essential		A			
Our Values and Behaviours at DMU							
We are Collaborative – we work together to get things done	Support colleagues to achieve outcomes whilst being aware of personal impact of individual contribution and impact on colleagues	Essential		A	I		
We are honest and Compassionate	Act openly and honestly, showing care to others and holding oneself accountable for own actions	Essential		A	I		
We are innovative and Creative	Striving for better, offering constructive challenge to creatively explore solutions and innovations to improve	Essential		A	I		
We are a community – we value and champion difference	Treating others with respect, demonstrating empathy and embracing alternative views and values whilst seeking to tackle inequalities	Essential		A	I		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**