

Job Title: Executive Officer (Secretariat)

Unit/School: University Secretariat

Grade: 4AB

HERA: SEC03

## Core purpose of role

To work as a member of the Secretariat providing a full range of governance and administrative services on a day-to-day basis to *Head of Governance, Assurance and Risk*, as well as providing administrative support to the University Secretary and all colleagues in the Secretariat, the Chair of the Board of Governors and the Governors. This post supports delivery of good governance and is pivotal in the effective delivery of the Secretariat services.

## Key responsibilities and contributions

- Administration of formal committee meetings including: formatting and circulation of reports and other business documentation to the Board of Governors and its committees with due reference to confidentiality, timeliness, statutory deadlines, attention to detail and quality standards; attending committee meetings as required; and ensuring minutes are translated and published on the University's website in a timely manner
- Provide administrative support for the range of governance functions of the Secretariat including managing and maintaining the calendar of committee meetings, scheduling of meetings and cycle of business, supporting governor induction and training
- Co-ordinate and organise documents for internal and external meetings and events, booking external venues, accommodation and catering; organise travel arrangements and prepare itineraries as necessary, for governors as well as other Secretariat staff; attend events as required by the University Secretary or *Head of Governance, Assurance and Risk* to assist and facilitate the event. This may require some planned working on evenings.
- Support the *Head of Governance, Assurance and Risk* on arrangements for the annual review of the University's Register of Interests for Governors and senior staff, also in ensuring that Governors are correctly registered as University Trustees with the Charity Commission for England and Wales and that all relevant records are accurate and up to date.
- Manage the Chair of the Board of Governors and University Secretary's diaries and correspondence as requested, arranging meetings and appointments both internally and with key external offices and people;
- Establish and maintain effective communication and good working relationships with a range of internal and external parties including senior managers in the University,

the Chair of the Board and Governors, as well as prospective governors or honorary fellows who may be senior and well-established people working in public and business life locally or nationally.

- Be responsible for reviewing and maintaining the Secretariat related external web pages, intranet, Teams and SharePoint sites to ensure they are informative, accurate and up to date.
- Purchasing of office supplies, services and equipment, raising purchase orders using the Cardiff Metropolitan University financial system
- Be the first point of liaison for management of Secretariat office space, seeking resolution of routine matters relating to/impacting on Secretariat's use of the space and raising significant or unresolved issues with the University Secretary as appropriate.
- Undertake other reasonable requests for work across the Secretariat as appropriate (including, for example, providing administrative support for personal data subject access requests and Freedom of Information requests and supporting delivery of the risk management and business continuity functions).
- Undertake such other projects or duties as may from time to time be required by the University Secretary

## **Person specification**

### **Essential qualifications / Professional memberships**

1. Good standard of general education including GCE/GCSEs in English and Mathematics

### **Essential experience, knowledge and skills**

1. Knowledge and understanding of confidentiality and sensitivity in working in an executive support role
2. Knowledge of governance and Board/Committee administration
3. Excellent organisational, planning and time management skills with the ability to work to tight deadlines and competing demands.
4. Initiative and problem solving skills
5. Experience of using Microsoft Office packages including Word, Excel, SharePoint and Teams, and ability to pick up quickly other IT systems (including web publishing).
6. Ability to plan and organise work and to work independently
7. Experience of writing draft committee minutes or notes of formal meetings
8. Experience of organising and supporting formal meetings or events, both anticipating members' needs and resolving issues that arise on the day
9. Experience of initiating and maintaining administrative systems and processes, implementing change where required
10. Good oral and written communication with excellent attention to detail
11. Experience of writing draft committee minutes or notes of formal meetings

12. Experience of organising and supporting formal meetings or events, both anticipating members' needs and resolving issues that arise on the day

### Desirable

1. Experience of working directly with independent committee members or Governors and senior managers in an executive support role
2. Experience of supporting governance in an HE institution
3. Ability to understand and use familiar everyday expressions and very basic phrases in Welsh (listening and speaking)

### Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				



## **Disclosure & Barring Service requirements**

This post does not require a DBS check.

## **Supporting information**

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.