

Job Title: Senior Governance Officer

Unit/School: Secretariat

Grade: 6 A/B

HERA: SEC31

Core purpose of role

The Senior Governance Officer provides professional governance advice and administrative support to the University's wide range of boards and committees including the Board of Governors and its sub-committees. The Senior Governance Officer also supports the Head of Governance & Assurance in ensuring that the governance framework is fit for purpose and up to date, including the Register of Interests and an annual cycle of business, and that the University provides relevant and appropriate governance information to its regulators in accordance with external deadlines.

Key responsibilities and contributions

1. Manage a varied portfolio of Governor-level and/or University committees, as well as other governance areas, as agreed with the Head of Governance and Assurance. Lead on all operational aspects of their committee portfolio including hosting and managing agenda-planning meetings with the relevant Committee Chair, drafting agendas, preparing and circulating papers, setting deadlines and liaising with contributors on submission dates, preparing draft minutes, identifying actions and communicating outcomes. This may involve working outside standard hours on occasion.
2. Ensure that the University's governance framework (and supporting documents) is fit for purpose and up to date. This includes ensuring that the University's Scheme of Delegation, Committee Terms of Reference, Committee Membership, and related meeting procedures and standing orders are routinely reviewed for effectiveness, accuracy and consistency, and updated and published/disseminated accordingly.
3. Manage the development of the University's annual cycle of business and related programme of meetings and work with senior colleagues across the University to align committee structures to deliver the business. Provide detailed insight on the flow of business through specified committees to ensure that decisions are determined at the appropriate level with the requisite governance arrangements in place. Effectively liaise with the Head of Governance and Assurance and the University Secretary in pursuance of this.
4. Proactively work on improving delivery and development of all governance procedures and systems to streamline and improve operations. This involves ongoing development and refinement of templates, work programmes and guidance

for use by staff across the University to simplify and streamline processes for consistency, reviewing sector and industry best practice and using initiative to improve service levels and improve business efficiency.

5. Ensure that relevant information is sought and published on a timely basis to update statutory registers for formal reporting, code compliance and audit purposes. This includes the Register of Interests for Governors and Senior Staff, the Register of Gifts and Hospitality for Governors and Senior Staff and the internal governor skills matrix.
6. Proactively oversee the membership of the Board of Governors and its Committees and any University Committees that the role holder services, working with the Head of Governance and Assurance in identifying succession planning issues well in advance of end of terms of office. Manage and supervise all aspects of election/nomination administration and contribute to recruitment processes as required. The role holder will also be required to develop ways to promote engagement and participation in any electoral process.
7. Prepare reports/briefing papers for Board of Governors and/or University committees on governance or wider matters. This will require the role holder to communicate often complex and nuanced information to the audience in a clear way that is easy to understand. Ensure that the Board of Governors and its Committees, and individual Governors, have access to information necessary to enable them to undertake their role effectively.
8. Lead on internal reviews of compliance against relevant governance codes in accordance with a schedule that provides assurance to the Executive and Board and aligns with the regulators' annual returns/registration processes.
9. Contribute and work with the University Secretary and Head of Governance and Assurance on arrangements for regulatory visits from external regulators and reviews of governance effectiveness. This includes identifying relevant information and evidence, and liaising key stakeholders.
10. Manage the development and operation of an effective system of records management and archiving for meetings of the Board of Governors and specified University committees, and the historical record of the university's instruments and articles of governance.
11. Lead on the maintenance of the University's Policy Hub to achieve an accurate and detailed repository of the University's Policies. This includes effectively maintaining the University's Policy Approval Schedule to support the University's annual business cycle.
12. Work with the Head of Governance and Assurance on financial administration, processing and recording. This includes placing orders on the University's purchase order system for authorisation, and recording Governors' expenses for audit purposes.

Person specification

Essential qualifications / Professional memberships

A first degree or equivalent

Holding or willing to work towards a professional governance qualification (e.g. certificate in corporate governance)

Essential experience, knowledge and skills

1. Knowledge and understanding of UK and Welsh higher education and charity governance including the relevant regulatory bodies, codes of governance and institutional level governance frameworks
2. Experience of servicing formal committees/boards including drafting of minutes and assisting in the planning of the business for the meeting, as well as ensuring the meetings run smoothly from an administrative perspective.
3. Excellent communication skills both written and oral – able to convey often complex and nuanced information to the audience in a clear way that is easy to understand
4. Willingness and ability to quickly develop expert knowledge within the context of the university, in order to provide a high standard of professional governance advice, guidance and support to Governors and senior managers to enable the proper conduct of business in line with regulatory requirements and sector expectations.
5. Ability to manage and develop effective professional relationships with Governors and/or senior managers, establishing trust and applying discretion, tact and sensitivity.
6. Knowledge of records management principles, retention schedules and archiving practices
7. Highly effective organisational skills and a methodical approach to planning – identifying milestones and dependencies, prioritising tasks and meeting multiple deadlines; using digital tools and channels to collaborate on planning and communicate key information stakeholders
8. Effective problem-solving skills (for example competing deadlines or conflicting processes) with the ability to use initiative, apply a risk-based approach to decision-making, exercise own judgement with discretion and communicate your decisions appropriately.
9. Ability to work calmly under pressure, whilst maintaining a high level of accuracy and attention to detail.
10. Ability to work effectively both independently and as part of team in face to face, online and hybrid settings and maintaining confidentiality at all times
11. Adaptable to change with a professional and positive attitude and willingness to work flexibly.
12. Excellent digital skills including the use of Microsoft Office, SharePoint and Teams and a willingness to learn new systems and skills

Desirable

1. Experience of working in a governance role in an HE institution
2. Experience of policy management or records management in a large organisation

3. Welsh language - beginner level

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