



Job Title: Governance Manager

Unit/School: Secretariat

Grade: Grade 8A/B

HERA: SEC25

Core purpose of role

Lead and manage the Governance team to deliver effective governance day-to-day and to lead specific projects during the transition period up to Medr registration, supporting the University Secretary.

Key responsibilities and contributions

- Manage and lead the governance team to deliver effectively day-to-day, ensuring team and departmental objectives are communicated and engaged with, planning, organising and delegating work, monitoring progress and intervening as required.
- Work with the University Secretary to interpret directorate strategy into work priorities, setting the standards for the section ensuring the Secretariat's priorities align with the University's strategic plan.
- Leading in a matrix management environment, lead a series of mission critical governance projects that have a University wide impact to deliver the strategy, which could include one or more of:
 - Successful registration with Medr
 - Designing and implementing a new Governing body committee structure
 - The external Governance Effectiveness Review.
- Agree and manage the appropriate retention and delegation of current workload such that additional objectives to develop new approaches and support the Director can be achieved.
- Support and guide team members in welfare issues, escalating as necessary to specialist support areas.
- Leading positively by example to ensure the delivery of the sections' service level agreements, proactively adapting these according to changes in workload and customer requirements especially during a period of significant transformation and upheaval.
- Undergo personal and professional development that is appropriate to and which will enhance performance.
- Maintain working relationships with key contacts to improve service levels, developing appropriate communication links with the University's Schools/Directorates and outside bodies as required.
- Gather, analyse and present data to inform decisions, establishing basic trends and patterns in data and creating reports as appropriate. This could include liaising with/overseeing the work of external consultants.
- To provide confident and expert advice, exercising sound judgement when dealing with senior stakeholders internally and externally and thus able to operate with a good degree of autonomy.
- Manage performance, induction and development of the section as required.



- Undertake the training of others in areas relating to the teams work as required.
- Develop an external network with Governance counterparts to share best practice.

Person specification

Essential qualifications / Professional memberships

- Degree/NVQ 4 or equivalent Professional membership/experience.

Essential experience, knowledge and skills

- Experience of leading and managing a section consisting of one or more teams
- Specialist knowledge and senior-level experience of governance with good awareness of current sectoral trends and issues.
- Substantial experience of engaging confidently with, and providing sound advice to, senior and diverse stakeholders, being a trusted adviser.
- Ability to communicate detailed and complex information effectively and professionally with a wide range of people, engaging in both the ‘big picture’ and the detail where required.
- Experience of motivating and managing a diverse and busy team, balancing multiple objectives and priorities.
- Experience of dealing with performance and welfare issues.
- Evidence of ability to explore customers’ needs and adapt the service accordingly to ensure a quality service is delivered.
- Proven experience in dealing with diverse and challenging problems, including proactively researching issues and creating new solutions where no prior precedent exists.
- Evidence of ability to plan the work of a section over year plus time scales, reacting to changes in workload and the strategic direction of Secretariat.

Desirable

1. Postgraduate/Professional qualification.

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	Desirable	Desirable	Desirable	Desirable



Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
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.