

Job Description

JOB TITLE: Academic Governance Officer

REPORTS TO TITLE: Director of Education

BUSINESS FUNCTION/ SUB-FUNCTION: Professional Services/Academic

LOCATION: North Common Road.

ROLE PURPOSE:

The Academic Governance Officer will provide professional service to all academic committee's business. Reporting to the Director of Education the Role will ensure that the academic committees and Director of Education are provided with full professional administrative support which will involve preparing agendas in liaison with the chair and/or an agenda committee, monitoring the progress and scheduling of the committee's business. While ensuring that all meetings run smoothly you will also provide the Director of Education the administrative support required.

ROLE and RESPONSIBILITIES:

Committee Secretary

- Develop and maintain administrative systems to support the activities of the Academic Committees
- Review, establish and manage Committee record keeping within the designated office, ensuring information is accessible and retained in an appropriate manner.
- Maintain a comprehensive and up to date published calendar of committee meetings, ensuring changes to published schedules are communicated and arranged effectively in collaboration with other key stakeholders.
- Maintain a detailed calendar of committee actions and deadlines and proactively advise owners on impending deadlines.
- Prioritise, coordinate and arrange committee meetings including the preparation of briefing material, distribution of papers and agendas and taking forward any points of action, as required.

- Prioritise, initiate, respond to and redirect where necessary internal and external communications (including emails, letters and telephone calls) and arrange for other members of staff to represent the Executive at Committees when necessary.
- Support various key governance and committee activities including the collation of information, preparation of papers and reports, maintaining confidential records, dealing with queries and full committee support as required.
- To ensure that the academic committees operate in accordance with Institutional guidelines
- To be thoroughly familiar with the various committees' terms of reference so that appropriate advice on the committee's business in relation to them can be given on them when needed.
- To advise the chair of each committee on issues relating to the committee's work and to ensure that the chair is well informed to ensure the smooth delivery of business.
- To be aware of the wider context in which the various committees operate and in particular being able to relate its business to the Institutes strategic priorities.
- To brief the committee chair before the meeting to ensure that any difficulties in transacting business are anticipated and appropriate strategies for handling them identified. For some larger committees with a wide range of business, briefing may best be undertaken by means of a written brief prepared by the secretary in advance of a briefing meeting, for other committees the briefing meeting itself may be sufficient – each committee may set its own practice in this regard.
- To be familiar with the membership of the committee when the periods of office of the members expire, and the procedure for replacing members.
- To take the minutes of the meeting according to agreed conventions and ensure that the necessary follow up action is taken.

Administrative Support

- Provide general administrative support when required.
- Liaise between members of the Executive and other senior officers, administrative and academic departments, ensuring effective communication.
- To take the minutes of meetings according to agreed conventions and ensure that the necessary follow up action is taken.
- Collect, collate, and present data on a variety of topics as required.
- Support the Executive's external relation activities including the organisation of inward and outward visits and other events as required.
- Produce a wide range of reports, letters, papers, and presentations, drafting appropriate correspondence on own initiative.

- Assist the Executive in undertaking ad hoc projects, working on own initiative to research, prepare and present information as needed.
- May be required to supervise administrative / clerical / reception staff.
- Any other reasonable duty as requested by the Director of Education.

Essential Skills and Experience

- A degree or equivalent professional qualification. Equivalence may be accepted in lieu of formal qualifications through demonstrating comparable skills and ability to:
- Make decisions and solve problems in a complex environment.
- Assemble, evaluate and analyse information to inform sound judgements.
- Communicate effectively.
- Adopt a proactive and self-managing work style.
- A high level of literacy and numeracy
- Excellent IT skills including advanced knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint.
- Significant prior experience of efficient and effective running of committee meetings, preparing agendas, taking minutes to a high quality.
- Experience of effectively managing electronic and paper-based filing and information systems.
- Experience of working in a higher education environment may be an advantage but is not essential.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues and external stakeholders.
- Exceptional interpersonal skills with an articulate, confident and diplomatic approach to communications and tact and discretion when dealing with sensitive issues.
- Ability to successfully manage relationships with a wide range of contacts both internal and external to the Institute.
- Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes and records of agreed objectives and actions for follow up.
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy.
- Ability to work under pressure, meet tight deadlines and manage competing priorities on own initiative. Ability to draft a high standard of written correspondence on own initiative.
- Ability to deal with sensitive information and to maintain confidentiality at all time.

- A good understanding of information and procedural governance.

OTHER INFORMATION

The Academic Governance Officer will also be expected to demonstrate their commitment:

- to Metanoia values and regulations, including Metanoia’s social, economic, and environmental responsibilities.
- Metanoia’s Equality, Diversity and Inclusion responsibilities and ensure that you engage in the successful implementation of Metanoia’s Equality, Diversity, and Inclusion Policy.
- to their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the Institute.

ROLE DIMENSIONS

Direct Reports: None

Indirect Reports: None

Travel: Some travel to other sites may be required from time to time

Budget Responsibility:

Signed.....

Date.....