<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Governing Body Secretary</th>
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<tbody>
<tr>
<td><strong>Line Manager</strong></td>
<td>The College Principal</td>
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<td><strong>Salary / Grade</strong></td>
<td>Equivalent to Grade 8 on the current University salary scale - <a href="http://finance.admin.ox.ac.uk/salary-scales">http://finance.admin.ox.ac.uk/salary-scales</a> £44,414 - £52,841 per annum pro rata to 0.8 FTE</td>
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| **Main purpose of role** | • The post of Governing Body Secretary represents a key position in the governance structure of the College as this person supports the Governing Body (the Trustees) of the College and works closely with the Principal (Chair of Governing Body) and the Vice Principal.  
• The Governing Body Secretary works with other key members of College, including the Senior Tutor, Bursar, Development Director, Head of Communications and the Academic Registrar.  
• The work of the Governing Body Secretary is wide-ranging in order to support the diverse business of the College. Underlying this role is an in-depth understanding of College Statutes, By-laws, policies and procedures, enabling the post-holder to provide well-reasoned and appropriate advice to the College’s Governing Body and Committees. |
| **Contract** | Part-time, 28 hours per week (0.8 FTE), permanent, based on-site at the College. |
| **Summary of responsibilities and duties** | • The primary role of the Governing Body Secretary is to service the Governing Body (GB) Committee meetings and the General Purposes Committee (GPC) that makes recommendations on academic policy and planning and reports directly to GB. In addition, this post services the Nominations’ Committee, and the Statutes and By-Laws Committee.  
• The Governing Body Secretary will be responsible for producing agendas and papers, for commissioning, coordinating and distributing papers from Senior College Officers, and for drafting clear and accurate minutes of the regular GB, GPC and any other less frequent meetings such as for Nominations and the Statutes and By-laws, all in a timely manner. Furthermore, the post holder is responsible for storing, managing and cascading relevant governance documentation using SharePoint.  
• The Governing Body Secretary will provide clear and articulate written and oral briefing to the Principal in advance of GB and GPC meetings.  
• The Governing Body Secretary will guide the processes of policy documentation and implementation, ensuring that agreed follow-up actions are completed by the appropriate College member, collating any resulting responses, decisions |
and paperwork, and scheduling papers for decision/ratification in the Stated General meeting or other appropriate meeting.

- GPC and GB together are held on five or six occasions over the eight week term. There is also the occasional Special GB meeting, usually during term time. Attendance at GB and GPC committee meetings is essential.
- The Governing Body Secretary should be able to respond to queries on committee mechanisms and processes relevant to a wide range of College business. Underlying this role is an in-depth understanding of College policies, procedures and statutes, enabling the GB Secretary to provide well-reasoned and appropriate procedural advice and support to GB, GPC, the Principal and Vice Principal.
- The Governing Body Secretary is responsible for overseeing the administration of trustee governance matters, including ensuring declarations of interest are completed annually, providing trustee inductions to new Fellows and introducing new students to GB/GPC meetings with clear instruction about the related requirements, maintaining the register of the Public Sector Equality Duty (PSED) considerations, and commenting on the relevant parts of the risk register.
- The Governing Body Secretary will take an active role in supporting ad hoc working groups and review panels as necessary, including preparing agendas, collating and distributing paperwork, and drafting minutes of meetings. For example, the Governing Body Secretary has played a major role in coordinating the preparation and writing of the four year strategy. The Governing Body Secretary will be expected to provide other administrative support to the College, as the need arises.
- The Governing Body Secretary will also be expected to respond flexibly to any changes in the College's governance arrangements, which have an impact upon the role.
- The Governing Body Secretary is responsible for administering decisions taken by circulation by the Committees serviced, if required.

In addition, you will be expected to perform any task reasonably assigned to you by your line manager.

### Key Relationships

- The Principal and the Vice Principal
- Members of Governing Body
- College Officers: Bursar, Senior Tutor, and Development Director
- Sub-committee chairs and secretaries
- Head of Communications
- Academic Registrar
- The Development Team

### Person Specification:

The Governing Body Secretary is a senior and responsible administration position, offering the opportunity for involvement at the heart of the College's business in a challenging and fast-paced environment. It will suit a person who would enjoy being part of a high-performing and close-knit community.

This role is more demanding during University term-time and less so outside full-term (for term dates see [https://www.ox.ac.uk/about/facts-and-figures/dates-of-term](https://www.ox.ac.uk/about/facts-and-figures/dates-of-term)), therefore, managing a fluctuating workload will require judgement, excellent personal organisation, and flexibility.
Essential

- A good honours degree (2:1 or above)
- Proven administrative experience in a complex organisation
- Experience of committee work, in particular the ability to draft committee agendas, minutes and cover papers
- Excellent organisational skills and meticulous attention to detail
- The ability to work to deadlines and to work under pressure
- Excellent use of written English and English grammar, and an ability to present information, analysis and arguments clearly
- Highly skilled with Microsoft Office programmes
- Tact, diplomacy, and discretion as you will work with many sensitive and confidential matters
- Excellent interpersonal skills and a willingness to establish and develop relationships with a wide range of people from different backgrounds
- A commitment to work co-operatively within the structures and traditions of the Collegiate University as a whole
- A commitment to the aims, objectives and academic values of an institution at the highest level of the university system, and with the particular ethos of St Hilda’s.

Desirable

- A Law Degree (2:1), or proven experience of working within the legal profession
- Familiarity with the University style secretariat function
- Knowledge of the higher education sector, the University of Oxford and its Collegiate system in particular
- Experience of using SharePoint
- A willingness to work flexibly and to work outside normal office hours, if required, on occasion.

Conditions of Employment

- Salary: Equivalent to University Grade 8 range, currently £44,414 - £52,841 per annum, pro rata to 0.8 FTE.
- Contract: Permanent, part-time post (28 hours per week) based on-site at the College.
- Annual leave: 38 days per year (full-time equivalent) pro rata for 0.8 FTE, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (USS)
- Membership of the College’s Senior Common Room (SCR)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Probationary period: 6 months.
- Notice period: 3 months; 1 month during the probationary period.

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