

1 Advertisement

Post Title: Governance Graduate Associate x 2

School/department: General Counsel, Governance and Compliance

Hours: Full time considered up to a maximum of 1.0 FTE / 36.5 hours. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term for 13 months

Reference: 20388 / 20389

Salary: starting at £22,630 to £23,662 per annum, pro rata if part time.

Placed on: 04 April 2023

Closing date: 20 April 2023. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: 1st May 2023

This vacancy is only open to University of Sussex graduates from 2021/22 and 2022/23.

The Governance Office is looking to recruit two University of Sussex graduates to join us in the Division of General Counsel, Governance and Compliance (GCGC). The Governance Office supports the University's Executive Group (UEG) and its governing body, Council, to drive the strategic development of the institution. These roles give the opportunity to work with a wide range of staff across the University.

The role holders will:

- Provide day to day administrative support for the team including diary management, file creation, correspondence, maintenance of filing systems and data bases and delegated procurement;
- Support the Head of Governance Services in the smooth running of Council, Senate and their sub-committees;
- Provide high quality support with ongoing Compliance work.

The successful candidates will have a flexible and positive approach with strong planning and organisational skills. They will have excellent written and oral communication skills and an ability to use a range of IT packages. The nature of the Governance Office's work means that attention to detail, maintaining confidentiality and establishing highly effective working relationships are key.

Applicants should be a 2022 or 2023 graduate from any undergraduate or taught postgraduate course at the University of Sussex.

These vacancies are part of the Sussex Graduate Associate Programme, which offers work on campus with a professional services department. Develop your employability skills through genuine and meaningful work experience.

Please contact Chloe Ratcliffe Schofield (C.Ratcliffe-Schofield@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

GCGC sits within the University's Professional Services Team. The work of GCGC is fast-paced and integral to delivering the University's policy and operational priorities. Members of GCGC must work closely with other members of the Professional Services Team and academic colleagues to deliver our business objectives.

The Governance Office ensures the delivery of high-quality support to the UEG and Senate, the Professional Services Leadership Team, the Heads of Schools leadership meetings; and the UEG's relationship with the Professoriate and the Students' Union. The team provides the same support to the Council and its Committees and Sub-committees. As well as this, the Governance Office incorporates work on compliance and business continuity.

These are fixed term internships for 13 months.

Please find further information regarding the school/division at [Governance and Compliance : Governance and Compliance : University of Sussex](#).

3. Job Description

Job Description for the post of: Governance Graduate Associate

| | |
|-----------------------------|---|
| Department: | Governance |
| Section/Unit/School: | General Counsel, Governance and Compliance |
| Location: | Sussex House, Falmer |
| Grade: | 3 |
| Responsible to: | Governance and Compliance Assistant Manager |
| Responsible for: | N/A |
| Purpose of the post: | |

The Governance Graduate Associates (there are two within the Governance team) provide general administrative assistance to the General Counsel and the Governance Office. This includes general diary management, arranging training and meetings, and ensuring preparation of agendas and other documents for meetings. They maintain databases and spreadsheets, file documentation and produce data, reports, and documents as necessary.

In addition to day-to-day team administrative responsibilities, the graduates will support the

Governance Office to deliver excellent secretariat services to both the Executive Team and the Council and related activities. They will also support with ongoing compliance work, including report writing.

Key responsibilities:

1. To provide administrative support to the division, including day-to-day diary management, procurement, file creation, correspondence, and maintenance of filing systems and data bases.
2. To support ongoing due compliance work and due diligence work, including report writing.
3. To develop schedules of events (such as training schedules or summaries of arrangements) as requested.
4. To support the Governance team with preparation for meetings to the highest professional standards, including:
 - Identifying meeting/committee dates and managing complex diaries
 - Preparing agendas and other documents to agreed standards
 - Collating and distributing papers
 - Preparing meeting minutes and action logs
5. To be responsible for managing, recording, and filing data and documents within the team and wider division.
6. To support the Governance team with committee elections.
7. To be responsible for uploading and managing documents/information within the Sussex Direct portal.
8. To carry out all associated export control and sanction compliance checks in support of the G&C Assistant Manager.
9. Any other duties assigned from time to time by the Governance & Compliance Manager & Assistant Manager or Head of Governance Services.

Opportunities for professional development

The successful candidates will receive full training on the processes and systems used by the Governance Office. You will gain general experience of working in a professional services environment, including the day to day running of a team and the use of office systems. You will also receive specific training and development in a number of key areas of the University's Professional Services Team.

All University of Sussex staff have access to professional development opportunities in areas such as equalities, IT, wellbeing, and cultural awareness.

You will also have access to a community of graduates working on campus in similar roles, and one-to-one support from a Careers Consultant. You will have the opportunity to learn from our Careers Consultants and employer engagement experts and understand the higher education and work placement landscape. You will meet academics and professional services staff working in a large variety of roles across the University of Sussex.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

Skills/abilities

| | Essential | Desirable |
|---|-----------|-----------|
| Fully developed administrative skills with an emphasis on accuracy and presentation | X | |
| Excellent written, telephone and interpersonal skills | X | |
| Strong planning and organisational skills and ability to prioritise work and meet deadlines in a busy environment | X | |
| Sound IT skills and experience of using Microsoft Office packages, in particular Outlook, Word and Excel | X | |

Experience

| | Essential | Desirable |
|--|-----------|-----------|
| Experience of managing and working within procedures, policies and systems | X | |
| Experience of updating web content with an emphasis on accuracy | | X |

Qualifications

| | Essential | Desirable |
|---|-----------|-----------|
| GCSE grade A* - C or equivalent in English Language | X | |
| 2021 or 2022 graduate of the University of Sussex in any discipline | X | |

Personal attributes and circumstances

| | Essential | Desirable |
|--|-----------|-----------|
| Ability to maintain confidentiality and keep information/data secure | X | |
| Proven ability to work using own initiative and solve problems | X | |
| Demonstrate a flexible approach to teamwork | X | |