1 Advertisement

Post Title: Senior Manager, Governance and Compliance (G8)
School/department: Division of the General Counsel, Governance and Compliance (GCGC)
Hours: full time or part time hours considered. Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 3041
Salary: between £41,526 to £49,553 per annum FTE
Placed on: 20 January 2020
Closing date: 29 January 2020. Applications must be received by midnight of the closing date.
Expected start date: as soon as possible

Governance Services is part of the Division of General Counsel, Governance & Compliance (GCGC), within the University's Professional Services Team. The Division is led by the General Counsel and Director of Governance & Compliance (“the General Counsel”). The post holder will work closely with the General Counsel to support her in her compliance leadership role.

The General Counsel has recently taken over responsibility for regulatory and legal compliance for key areas across the University, previously devolved into separate areas of the organisation. In some cases the relevant compliance teams are situated within GCGC (Health & Safety, Risk & Business Continuity, Information Management, Prevent), in others the General Counsel oversees compliance through the provision of functions based in other Professional Services Divisions. This includes responsibility for oversight and coordination of the University's compliance with the requirements of the regulator for higher education, the Office for Students (OfS), and additionally ensuring that the University remains compliant with regard to: UK Visas & Immigration (UKVI); Competition and Markets Authority (CMA); and the Disclosure and Barring Service (DBS) requirements. The General Counsel is the University's Senior Information Risk Owner (SIRO), Tier 4 Authorising Officer (UKVI), DBS lead Counter-Signatory Authorising Officer, Prevent lead and OfS lead.

As a result of this expansion in responsibility in GCGC, and in recognition of the significantly changed regulatory landscape that now exists under the OfS, a requirement has arisen for a Senior Manager to support the General Counsel in her compliance responsibilities.

To discuss the post, please contact Kate Gannon (K.Gannon@sussex.ac.uk), to arrange to speak to the General Counsel, Bridget Edminson.

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.*
2. The School / Division

The Division of General Counsel Governance & Compliance (GCGC), is led by the University’s General Counsel and Director of Governance & Compliance. Her remit is to: provide the University’s in-house legal function (the Office of the General Counsel, OGC); provide secretariat support to the University’s Council, the University’s Executive Group and their committees (Governance Services, which includes the Vice Chancellor’s Office); and lead or oversee a variety of compliance functions, such as Health & Safety, Risk & Business Continuity, Information Management, Prevent, UK Visas & Immigration, Competition & Markets Authority, Disclosure and Barring Services, and Office for Students requirements.

Governance Services currently comprises a Head and Deputy Head of Governance Services, supported by an Executive Assistant and a fixed term Legal and Compliance Officer. The creation of this new post reflects the increase in the General Counsel’s responsibilities in relation to the University’s compliance functions.

Governance Services is committed to ensuring that we work collaboratively to deliver services to academic and Professional Services colleagues by: sharing best practice, developing robust processes to build resilience, and the provision of governance and compliance training to help colleagues across the University to deliver their governance and compliance requirements as efficiently and effectively as possible. The post holder will be expected to support these goals within GCGC.

3. Job Description

Job Description for the post of: Senior Manager, Governance and Compliance

Department: Governance Services
Section/Unit/School: Division of General Counsel, Governance and Compliance
Location: Falmer campus
Grade: G8
Responsible to: Head of Governance Services
Responsible for: n/a

This a high profile role in the University which will require you to be confident in managing upwards, gaining the confidence of senior stakeholders both internally and externally. It will require resilience and exceptional people skills to ensure that compliance arrangements can be implemented smoothly and efficiently across the University, with buy-in and understanding from the community.

You will work with senior colleagues across the University, including the Executive Group, Professional Services Leadership Team and University Leadership Team members, to ensure that there is a shared understanding of the regulatory environment, the University’s regulatory obligations and certain other compliance arrangements. You will need to be dynamic and proactive, anticipating requirements and ensure timely receipt of information to achieve regulatory deadlines. You will take the lead to ensure that key stakeholders receive timely and appropriate briefings and
information on new guidance and key issues as they emerge. It is particularly important that the post holder assesses the requirements placed on the University by the OfS throughout the academic year, and maps these requirements to the University’s cycle of business to ensure that they are known about in good time, planned for and that all necessary information is provided to the returning officer in good time.

On behalf of the General Counsel, you will manage all correspondence with the OfS, ensuring that meticulous records are maintained to support this engagement. Additionally, you will support the General Counsel in her oversight of the University’s overall compliance arrangements to ensure the University can demonstrate compliance with the OfS conditions of registration, and be able to provide this assurance to the University’s governing body as required.

On behalf of the General Counsel, you will manage the Prevent portfolio, liaising with local community groups, the Department for Education liaison officers and stakeholders across the University. You will organise and be Secretary to the Prevent Steering Group, which is chaired by the General Counsel, and ensure agreed policies and practices are implemented efficiently and effectively. You will oversee the process for approving external speakers and ensure that any mitigating action is put in place to allow as many events as possible to proceed. You will produce a monthly Prevent monitoring report for the University’s Executive Group and you will work with the General Counsel to provide annual assurance reports to Council and the OfS.

You will work closely with the General Counsel as the University undertakes a review of all of its compliance arrangements through a programme of Regulatory Compliance Reviews (RCR) to ensure they are running effectively and efficiently. You will organise and be Secretary to the Regulatory Compliance Review Steering Group (RCRSG), which is chaired by the General Counsel, and ensure the appropriate flow of information between the individual RCR working groups to the RCRSG. You will then support colleagues to implement and action any agreed recommendations, including developing new systems and processes as required.

Key responsibilities

1. **Office for Students**

   1.1 To maintain the compliance matrix which demonstrates the University’s continued compliance with all 26 Conditions of Registration.

   1.2 To anticipate and assesses the requirements placed on the University by the OfS throughout the academic year, and map these requirements to the University’s cycle of business.

   1.3 To ensure that OfS requirements are known about in good time and that necessary work is planned.

   1.4 To ensure that all necessary information is provided to the returning officer in good time to satisfy OfS timetables.

   1.5 To work with the Head of Governance Services to ensure that assurance is provided to the University’s governing body on a rolling basis throughout the year, mapped against the workplan for each of the key governing sub-committees.
1.6 To monitor guidance as it emerges from the OfS, to prepare briefings and training for all relevant staff on the impact of new guidance and what action needs to be taken to ensure understanding and compliance with this as it emerges.

1.7 To work with colleagues across the University, providing training as necessary, to ensure a shared understanding of "Reportable Events"; to assess key events as they occur and submit Reportable Events to the OfS as required; maintaining a detailed log of materiality based judgement for both Events reported and those judged to be below the threshold for reporting.

1.8 To maintain a central record of all correspondence with the OfS and to support colleagues with responses to and from the regulator, specifically to draft responses on behalf of the Vice-Chancellor, as Accountable Office.

1.9 To maintain and monitor the OfS related area of the University's website to ensure timely publication of key data as required, including Transparency Information; Annual Reports from Remuneration Committee, Financial Statements, Minutes of Council meetings etc.

1.10 To be accountable to the General Counsel, as Compliance and Regulatory Lead at the University for demonstrating compliance in those areas falling within her remit.

1.11 To act as the senior point of contact for all queries relating to OfS from across the University.

2. **General Compliance**

2.1 To plan, prepare and lead on the annual Compliance and Legal Conference for the University's Leadership Team to ensure that key information is shared on an annual basis, then followed up as required.

2.2 To act as the senior point of contact for all queries relating to compliance from across the University, co-ordinating and leading on responses as required.

2.3 To manage the day-to-day Prevent portfolio, liaising with local community, DfE and University stakeholders, as required.

2.4 To organise and support the Prevent Steering Group and ensure the effective and efficient implementation of agreed policies across the University.

2.5 To manage the University's process for approving external speakers, working with others to put in place such mitigating action that may be necessary to allow events to proceed.

2.6 To produce monthly Prevent monitoring reports to the University's Executive Group, and work with General Counsel to provide annual assurance reports to the University's Council and the OfS.

2.7 To work with the Planning and Performance Division to maintain an ongoing compliance timetable for all compliance related deadlines, with specific reference to mandatory deadlines specified by the OfS.

2.8 To maintain the University's hospitality and gifts register.

2.9 To maintain the University's declaration of interests register.
2.10 To act as Lead Countersignatory for DBS checks across the University.

3. **Compliance Review**

3.1 To work with General Counsel to review the compliance arrangements for Health and Safety, UKVI, CMA, copyright and Prevent through the Regulatory Compliance Review project, supporting the various working groups as they make recommendations on best practice and improvements.

3.2 To lead on the organisation and planning for Working Groups supporting this review, supervising the work of the Compliance Officer who will act as Secretary to these Groups.

3.3 To support the effective and efficient implementation of new policies and procedures that flow from the Regulatory Compliance Review projects.

3.4 To monitor any agreed action plans on an ongoing basis through to timely completion and implementation.

3.5 To develop standardised methods of reporting, through Working Groups or otherwise, to ensure that there is a planned timetable to demonstrate assurance and compliance on an annual basis.

4. **General**

4.1 To plan and deliver training as required to staff across the University on all areas of compliance, working with GCGC colleagues as required.

4.2 To prepare written and oral briefings for the University's Executive Group, and other senior staff as required, on key compliance and regulatory issues.

4.3 To support staff across the University to implement systems and processes to ensure compliance is achieved across a range of regulatory and legal areas.

4.4 To continually seek to improve compliance and best practice across the University, keeping abreast of all relevant developments both within the HE sector and externally.

5. **Person Specification:**

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<tr>
<th>Qualification and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Graduate with minimum undergraduate degree level qualification</td>
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<td>Experience of working in a regulated sector preferably in a large organisation</td>
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<td>Experience of managing and influencing change in a fast moving environment</td>
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<td>Experience of exploring and changing existing systems and processes, or developing new ones, to improve compliance needs</td>
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<td>ICSA part or fully qualified</td>
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<tr>
<td>Skills and Abilities</td>
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<td>Passion, energy and enthusiasm for ensuring compliance arrangements are fit for purpose</td>
<td>X</td>
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<td>Demonstrate ability to operate in a multi-faceted role, quickly moving between strategic and operational tasks</td>
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<td>Able to quickly develop an understanding of new areas of work as well as quickly applying existing knowledge to new areas</td>
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<td>Able to operate calmly and efficiently and demonstrate personal resilience in a complex and fast moving environment</td>
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<td>Able to disseminate large amounts of complex information into concise and clear briefings and training sessions</td>
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<td>Experience of working with senior managers at the highest intuitional level</td>
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<td>Excellent oral and written communication skills</td>
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<td>Ability quickly to gain and maintain the confidence of senior stakeholders</td>
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<td>Dynamic, proactive, resilient and robust with the ability to prioritise in a fast paced and fluid environment to ensure business delivery</td>
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<td>Knowledge</td>
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<td>Broad range of understanding of compliance issues in a regulated sector</td>
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<td>Understanding of the higher education sector and its regulatory context</td>
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<td>Knowledge of the new Office for Students Regulatory environment</td>
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<td>Personal Qualities</td>
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<td>Highly organised</td>
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<td>Able to work well and to a very high standard under pressure and to deadlines</td>
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<td>Diplomatic and service focused</td>
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<td>Strong evidence of collaborative and effective team-working at all levels</td>
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