



1 Advertisement

Post Title: Assistant Governance and Compliance Manager

School/department: General Counsel, Governance and Compliance

Hours: Full time or part time hours considered up to a maximum of 36.5 hours per week.

Contract: Permanent

Reference: 9150

Salary: starting at £31,411 to £35,333 per annum, pro rata if part time

Placed on: 02 August 2022

Closing date: 09 August 2022. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

This vacancy is only open to those currently employed by the University

The General Counsel, Governance and Compliance Division is seeking to appoint a Assistant Governance and Compliance Manager to work as part of a shared-service team supporting a suite of high-quality secretariat and compliance services.

The successful candidate will require excellent organisational skills and will be able to demonstrate that they can managing a complex work portfolio engaging a range of stakeholders to meet expectations and non-negotiable deadlines.

The post-holder will support key processes in the remit of governance, compliance, internationalisation, and due diligence.

Duties will include, but are not limited to:

- acting as a liaison point for governance advice and support, supporting colleagues to navigate the governance structure, to understand the required business standard and working practices for committee work.
- Supporting the delivery of key governance functions to ensure the effective operation of management and governance structures.
- Acting as a liaison point for sanctions and due diligence guidance and support, establishing a high quality report expectation and quality assurance processes to support the division's risk management processes.
- Line managing the graduate associates, working with the Head of Governance Services, support their induction, training and work allocations.
- Building strong working relationships with internal and external stakeholders.

This post will require significant flexibility and the need to adapt quickly and effectively to changing environments. The fast paced and often demanding nature of the role will require a person with strong personal resilience.

Please contact Sally Priddle, Head of Governance Services and Deputy University Secretary, sp643@sussex.ac.uk for informal enquiries.

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

2. The School / Division

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

3. Job Description

Job Description for the post of: Assistant Governance and Compliance Manager

Department: General Counsel, Governance and Compliance

Section/Unit/School: Governance Services

Location: Falmer and Hybrid

Grade: 6

Responsible to: Head of Governance Services and Deputy University Secretary

Responsible for: Graduate Associates

Job Description

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, governance and compliance, engendering a culture of continuous improvement.
2. Lead the operational outputs of graduate associates
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. With the Head of Governance Services, support the effective delivery and operation of Council and its committees, including operational arrangements, elections and quality assurance of documentation.
6. To maintain governance records and guidance using the University's agreed ITS systems including the University website, Sussex Direct and Boardpacks.
7. With the General Counsel and Director of Governance and Compliance, coordinate the University's due diligence and sanctions processes, responding to enquiries, establishing a business standard and supporting the University's risk management processes in this area.

8. Line manage the graduate associates within the division, supporting their induction, training, and work allocations to support functions and projects across governance services and compliance.

KEY RESPONSIBILITIES

1. Team leadership

- 1.1 Lead a small team to support the achievement of targets and objectives.
- 1.2 Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the methods of working.
- 1.4 Support the development of others, providing training and coaching in governance and compliance.
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation, and presentation of standard data to inform decisions related to governance and compliance.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.
- 2.7 Support the operation of Council and its committees, including operational arrangements, elections and quality assurance of documentation.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in governance and compliance.

- 3.3 Establish business standard for due diligence reports and quality assurance processes to ensure standard is maintained.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues, or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 3 staff
- The post holder reports to the Head of Governance Services, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level
2. A practical knowledge and understanding of higher education governance and compliance
3. Effective team leadership skills

4. Good oral and written communication skills with the ability to present information in a way that can be understood the audience.
5. Planning and organisational skills with the ability to delegate to team members where appropriate.
6. Well developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience and confidence in dealing with a wide range of people including board level managers
2. Experience of supporting Senior Management or Board level operations
3. Experience of due diligence processes
4. Experience of sound judgement and diplomacy with senior managers
5. Experience supporting and quality assurance business processes
6. Experience training colleagues in division policies, procedures, and systems
7. Resilience and robust with ability to prioritise in a fast paces and fluid environment to ensure business delivery
8. Highly organised
9. Diplomatic and service focused
10. Ability to work constructively and collaboratively with colleagues at all levels

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector
2. Experience of team leadership and development