



1 Advertisement

Post Title: Governance and Compliance Manager

School/department: Governance Services

Hours: Part-time hours considered up to a maximum of 0.6 FTE

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: permanent

Reference: 9151

Salary: starting at £35,333 to £42,155 per annum, pro rata if part time

Placed on: 31 October 2022

Closing date: 29 November 2022. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: As soon as possible

The General Counsel, Governance and Compliance Division is seeking to appoint a 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 and due diligence.

Please contact Sally Priddle, Deputy University Secretary and Head of Governance Services, on sp643@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.

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: Governance Manager

Department: Governance Services

Section/Unit/School: Directorate of General Counsel, Governance and Compliance

Location: Sussex House, Falmer Campus and Hybrid

Grade: 7

Responsible to: Deputy University Secretary and Head of Governance Services

Responsible for: Assistant Governance and Compliance Manager

Role description: The post-holder will work as part of a shared-service team to support a suite of high-quality secretariat and compliance services, including matters related to governance, compliance and due diligence. They will support the Head of Governance Services with the provision of secretariat services to the University's Council and Senate and their associated sub-committees, taking direct responsibility and accountability for servicing a number of key committees. Working closely with the Head, they will ensure effective coordination and exchange of information across the governance structure of the University, ensuring that required actions are allocated and executed on time. The role will involve a mix of key strategic activities alongside operational requirements and there will be a need to operate effectively across the two. The post-holder will need to demonstrate excellent organisational skills and the ability to manage a diverse portfolio of activities, ensuring that senior colleagues meet critical deadlines.

Job Description

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain a high-quality Governance service, engendering a culture of continuous improvement.

2. Manage the operational outputs of the Governance Services team.
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, including senior managers from across the University who contribute papers on governance and academic development issues, ensuring timely delivery and seamless exchange of information across the governance structure.
5. Support the annual business planning cycle of committees, balancing standing/regular business items alongside strategic developments, working in close partnership with the relevant Committee Chair.
6. Support and lead strategic projects as required, ensuring timely delivery of agreed actions and effective stakeholder engagement, drafting communications, committee papers, presentations and briefings for senior officers as required, including preliminary research.
7. Provide high quality committee secretariat support for key University committees, including at Council level, building senior stakeholder confidence and developing and maintaining strong collaborative relationships.
8. Oversee the sanctions and due diligence guidance and support within the team, establishing a high quality report expectation and quality assurance processes to support the division's risk management processes

KEY RESPONSIBILITIES

1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- 1.4 Support the development of other staff across the University in committee work, providing training and coaching to ensure consistency of approach and high-quality committee papers.
- 1.5 Foster an ethos of continuous improvement.

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters within Governance services, identifying areas for improvement in process and procedure. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.

- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets.
- 2.3 Plan and implement improvements to systems and procedures to ensure effective administration, taking into account feedback from key stakeholders.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. Undertake analysis, interpretation and presentation of standard data to inform strategic decisions.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.
- 2.7 Prepare clear and concise committee papers for Committees and senior officers, presenting complex qualitative and quantitative data in a user-friendly and accessible format. This will include authorship of standing items, reports and annual reports.
- 2.8 Ensure that the Chair and relevant senior officers are well briefed on agenda items, emerging committee business and governance best practice.

3. Policy and Procedure

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

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders to ensure effective service delivery, exchange of information and provision of data to inform decision-making, showing appropriate sensitivity when needed.
- 4.2 Provide a key point of contact for governance advice and support, to enable colleagues to navigate the governance structure and to understand the required business standards and working practices for committee work.

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 4 staff
- Responsible for the preparation of high-quality agendas and papers that meet the University's standards for timely distribution

- Responsible for ensuring that full records of Committee meetings within area of responsibility are maintained, using the University's agreed IT systems (currently Sussex Direct and BoardPacks).
- The post holder reports to the Deputy Secretary and Head of Governance Services. Working under general direction within a clear framework the post holder will manage their own work (and oversee their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is 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.

4. PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline.
2. A detailed practical knowledge and understanding of supporting senior management or Board level committees.
3. Effective management skills, taking a professional and discreet approach to reflect the confidential nature of the work.
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood by the audience.
5. Planning and organisational skills, including project management with the ability to coordinate an overarching programme of work, delegating to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence senior colleagues, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to interpret and summarise complex data, generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Effective IT Skills on MS platform. Experience of using functional databases.
10. Ability to take ownership of a varied portfolio of work and provide confident advice to senior colleagues.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of committee secretariat duties, guiding relationships at executive/governance level and managing complex committee cycles.
2. Experience of preparing committee papers, presentations and briefings and able to present qualitative and quantitative information succinctly to enable effective decision-making.
3. Experience of influencing business processes and decision making with board-level managers.

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector and understanding of the strategic issues facing the sector.
2. Specialist governance qualification (ICSA/MSc or similar).