



1 Advertisement

Post Title: Governance Administrator

School/department: Department of General Counsel, Governance and Compliance

Hours: part-time hours considered up to 21.9 hours per week (3 days)

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

Contract: fixed term until 31 January 2023

Reference: 9290

Salary: starting at £20,761 to £22,662 per annum, pro rata

Placed on: 5 Aug 2022

Closing date: 23 August 2022. Applications must be received by midnight of this date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

The Governance Administrator will provide administrative assistance to the General Counsel and the Governance Office, focusing on supporting time limited strategic governance projects. This will include diary management, making arrangements for training and meetings, and ensuring preparation of agendas and other documents for meetings. They will maintain databases and spreadsheets, file documentation and produce data, reports and documents as necessary.

Key responsibilities:

1. Provide high quality administrative support for key meetings, including proactive preparation of agendas and minutes and maintenance and tracking of actions logs.
2. Within clear parameters to take responsibility for specific projects or areas of work.
3. To collate and analyse institutional data, creating reports for project meetings.
4. Develop schedules of meetings to support the coordination of the projects.

Please contact Sally Priddle, Deputy University Secretary and Head of Governance Services, 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 Administrator**

Department: General Counsel, Governance and Compliance

Section/Unit/School: Governance Services

Location: Falmer Campus and hybrid

Grade: 3

Responsible to: Head of Governance Services

KEY RESPONSIBILITIES

- Provide administrative support for key meetings, including proactive preparation of agendas and minutes and maintenance and tracking of actions logs.
- Within clear parameters to take responsibility for specific projects or areas of work.
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
- To be responsible for the management, recording and filing of data and documents within the team.
- Support the creation of a project management documentation.
- Respond to general enquiries seeking guidance on interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- As directed assist in producing and maintaining a number of sources of information on the website and in publications.
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff.
- Organise mailings for communication, training, and events, maintain mailing lists
- Provide project related support for individual managers and staff, including providing administrative support to Project Boards and other key meetings.
- To be responsible for the management of data/documents to the Sussex Direct portal.

- To maintain web content so that information about the Governance Office and its services and policies are accurate and up to date.
- Raise purchase orders and arrange payment of invoices on the Finance System
- Any other duties as assigned from time to time by the Head of Governance.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).]
2. With guidance, effective organisational skills to organise own workload and priorities.
3. Ability to manage workload in a complex and agile work environment.
4. Strong administrative skills.
5. Effective oral skills to work with colleagues and customers providing information and responding to questions and queries. Effective written communications to be able to respond appropriately to written requests for information
6. Ability to work flexibly within a small team.
7. Competent IT skills to effectively manager own workload – MS Suite.

DESIRABLE CRITERIA

1. Understanding of Higher Education Sector.
2. Experience supporting the delivery of projects.