

Academic Governance Officer

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, full time (part time considered, minimum 0.6 FTE)
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. <i>For part time, please state your preference on hours within your covering letter</i>
Location:	Horizons, 60 Queen's Road, Reading, RG1 4BS
Department:	Deputy Principals Office
Manager:	Caroline Carroll, Academic Governance Manager
Liases with:	All internal departments and staff particularly Heads of Faculty, Tutors, the Academic Quality Unit, the Executive Assistant to the Principal and Executive Support team; external associates; external clients; other partners; and third parties and students.

Summary of the role

As a University College, we have a number of formal academic committee and programme meetings occurring throughout the year. These are important meetings at which academic business is discussed and decisions are made.

The team provides a comprehensive support to the effective servicing of our Deliberative Committee, subcommittee and Programme meetings. This role plays a key function in the arrangements of these meetings to ensure they are managed in a professional and efficient manner which requires careful planning, coordination and strong attention to detail. You will attend the meetings to record the business discussed, produce the formal minutes and manage the actions that arise. Every aspect of your work will contribute to making sure that we comply with the regulations governing the University sector.

Among your day to day duties, you will also assist the Academic Governance Manager with project work focused on Academic Governance.

Duties and responsibilities

- Act as Secretary to Deliberative Committees, subcommittees and Programme meetings as required.
- Responsible for the meetings including formal minute taking, the timely preparation and dissemination of meeting packs including proof reading and manage the follow up of progress on actions in a timely manner.
- Manage the agenda setting process including compilation of the agenda, discussions with Chair and members of the Committee, Subcommittee or Programme meetings.
- Compile a meeting script for the Chair of the meeting where appropriate.

Job Specification

Continuation Sheet

- Schedule and organise inductions of new Deliberative Committee or Subcommittee members including responsibility of preparation and maintenance of an up to date induction pack.
- Responsible for the Annual Programme monitoring process including assisting in the compilation of the Annual Programme Reports and data sheets and liaising with Programme Leaders;
- Responsible for the Professional Engagement and Advisory Forum and act as Secretary including minute taking, preparation and circulation of meetings papers, creation of agenda, etc.
- Assist the Chair with the compilation of annual reports;
- Organise and co-ordinate other internal and external meetings as required and prepare and issue any associated paperwork.
- Manage the Secretariat and Deliberative Committees section on SharePoint.
- Assist in the preparation of documentation for programme validation and accreditation events.
- Prepare and type reports, presentations, meeting agendas and meeting papers.
- Responsible for the Deliberative Committee guidance notes, Academic Secretariat guidelines and Deliberative Committee Induction Handbook.
- Deal with telephone enquiries from the members of Committee and subcommittees as well as Deliberative Committee Student Representatives.
- Contribute to development, implementation and continuous improvement to lean processes.
- Maintain records and undertake filing.
- Undertake other such duties of a similar nature which fall within the scope of the post and which may be required from time to time.

Project work

You will assist the Academic Governance Manager with project work.

Line management responsibilities

None.

Financial accountabilities

None.

PERSON SPECIFICATION

A = Application/CV I = Interview T = Test

Qualifications and training			
Essential	How tested	Desirable	How tested
Further and Higher Education qualifications	A	Secretarial/administration training or qualifications	A
Previous experience			
Essential	How tested	Desirable	How tested
Secretarial, office and/or administration experience	A I T	Experience in a similar role	A
Formal minute taking e.g. for a Board of Directors meeting or formal committee meetings	A I T	Experience within the same or similar sector	A
		Experience on managing content on an intranet/SharePoint	A I

Job Specification

Continuation Sheet

Skills, knowledge and aptitudes			
Essential	How tested	Desirable	How tested
Professional, confident approach to work and focused on providing a proactive, quality service	I	Familiarity with Higher Education practice, protocols and terminology used	AI
High standard of written and oral communication skills	AIT	Experience of cross-departmental organisation	AI
Organised, thorough and very deadline focused	AIT	Use of Agresso accounting software	AI
Accurate and strong attention to detail	AIT	Use of SharePoint	AI
Ability and willingness to be flexible and adaptable as part of a team, yet able to work on own initiative	I	Use of Adobe Professional software	AI
Ability to interact, communicate and build relationships with people; personable approach	I		
Highly Skilled in the use of Microsoft Office applications (Outlook, Word, Excel)	AIT		
Other or special requirements			
Essential	How tested	Desirable	How tested
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	I		
VALUES – we expect all new employees to demonstrate our values at work			
<i>We will test these as part of the interview process</i>			
Passion – we care			
<ul style="list-style-type: none"> We want each and every one of our students to succeed We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive 			
Integrity – fairness first			
<ul style="list-style-type: none"> We model integrity in everything we do We never compromise on honesty or trustworthiness We adhere closely to laws and compliance standards We do what we say we will do, and fulfil our promises to staff 			
Excellence – we aim high			
<ul style="list-style-type: none"> High standards drive everything we do We deliver excellence, strive for continuous improvement and respond dynamically to change Each one of us is personally responsible and accountable for the quality of whatever we do We listen to our students and understand their expectations 			

Job Specification

Continuation Sheet

- We strive to exceed expectations in quality and delivery

Support – we support and respect each other

- At UCEM each member of staff does everything they can to help other staff and students to achieve their goals
- We respect others and their opinions, we are open to ideas, we trust each other
- We promote a supportive working environment across UCEM that extends to our students
- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

BENEFITS

- Salary range £26,000 to £30,000 per annum (depending on experience).
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Life assurance provision.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

On the jobs page of our website you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

Internal applicants are advised to inform their line manager of their application.

Informal discussion

For an informal discussion about the role please contact Caroline Carroll on 0118 921 4652 or email c.carroll@ucem.ac.uk.

For any other enquiries please contact HR on 0118 467 2243 or email recruitment@ucem.ac.uk

Job Specification

Continuation Sheet

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Thursday 23 January 2020 at 12 noon.

Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date and the initial interview dates outlined below.

Interview date

Dates for interview will be advised to you later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.