

Academic Governance Officer

Job Specification

Date created: October 2021

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern
Location flexibility:	The place of work for this role is partly Horizons-Based (address shown above) and you will have a personal choice between the following: <ul style="list-style-type: none">• Horizons-Based, spending your total working time at our head office in Reading• Hybrid Heavy, spending the majority of your working time at our head office in Reading with the remainder at home, which must be within the UK• Hybrid Light, spending the majority of your working time based at home, which must be within the UK, with the remainder at our head office in Reading
Department:	Deputy Principal
Line manager:	Caroline Carroll, Academic Governance Manager

Role summary

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 Academic Governance team provides 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.

Role accountabilities 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.

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- Compile a meeting script for the Chair of the meeting where appropriate.
- Schedule and organise inductions of new Deliberative Committee or Subcommittee members including responsibility of preparation and maintenance of an up-to-date induction pack.
- Assist in 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 Chairs 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 Academic Governance 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 Governance 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 a variety of project work.

Line management responsibility:	NONE
Budget responsibility:	NONE
<p><u>In this role you will liaise with:</u></p> <p>All internal departments particularly the Executive, Senior Leadership Team, Deans, Associate Dean, Academic Delivery Managers, Academic Quality Unit, external members of deliberative committees and deliberative committee student representatives.</p>	

PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed.

Qualifications and training	Essential	Desirable	A	I	T
Further education level qualifications	X		X		
Degree level qualification		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Formal minute taking* e.g., for a Board of Directors meeting or formal committee meetings	X		X	X	x

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*if you have little to no experience in this area, you must have the willingness to learn/undertake informal and formal training					
Secretarial, office and/or administration experience* *if you have little to no experience in this area, you must have the willingness to learn/undertake informal and formal training	X		X	X	X
Experience within the education sector / Built Environment / Higher Education		X	X	X	
Experience in a similar role		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Professional, confident approach to work and focused on providing a proactive, quality service	X			X	
High standard of written and oral communication skills	X		X	X	X
Organised, thorough and very deadline focused	X		X	X	X
Accurate and strong attention to detail	X		X	X	X
Ability and willingness to be flexible and adaptable as part of a team, yet able to work on own initiative	X			X	
Ability to interact, communicate and build relationships with people; personable approach	X			X	
Familiarity with Higher Education practice, protocols and terminology used		X	X	X	
Experience of cross-departmental organisation		X	X	X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X			X	X
Use of SharePoint and Adobe Professional software		X	X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, and Prevent	X			X	

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PAY & BENEFITS

- Salary range £23,000 to £26,000 per annum (depending on experience) Full Time Equivalent.
- 24 days paid holiday (rising to 27 with service) plus paid bank/public holidays plus up to 5 paid closure days; all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place.
- Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Voluntary healthcare scheme.
- Charity giving options available.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use.

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

APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed [Recruitment Check Form](#) which is available from the jobs page of our website.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

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

NO AGENCIES: We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Caroline Carroll on 0118 9214652 or email c.carroll@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2433 or email recruitment@ucem.ac.uk

Closing date and next steps

Tuesday 19 October 2021 at 12 noon.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

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Interview details

Initial interviews are scheduled for week commencing 25 October 2021.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.