

# Administration Officer (Academic Governance)

## Job Specification

Date created: November 2022

### 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 **Split** between the Horizons office in Reading and your home\*; the exact split of days/hours is negotiable but must include a minimum of 2 working days spent at Horizons. However, you may work more in the office should you wish \**Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document*

Department: Technology & Academic Services

Line manager: Caroline Carroll, Academic Governance Manager

### Role summary

As a University College, we have numerous formal academic committee and programme meetings occurring throughout the year. These are critical meetings where academic business is considered and important decisions are made.

The Academic Governance team provides comprehensive high-quality 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 these meetings to record the business discussed, produce the formal minutes, and manage the actions that arise\*.

### Role accountabilities and responsibilities

- Support some of the Deliberative Committees, Subcommittees and Programme meetings as Secretary.
- Responsible for the meetings including drafting clear and accurate minutes, the timely preparation and dissemination of meeting packs including proof reading and managing the follow up of progress on actions in a timely manner.
- Oversee the agenda setting process including compilation of the agenda, discussions with the Chair and members of the Committee, Subcommittee or Programme meetings.
- Support the meeting Chairs by compiling a meeting script if applicable.
- Assist the meeting Chairs with the compilation of annual reports.

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- Support the updating of the Deliberative Committee guidance notes, Academic Governance guidelines and Deliberative Committee Induction Handbook.
- Schedule and organise inductions of new Deliberative Committee or Subcommittee members including preparation and maintenance of an up-to-date induction pack.
- Support the Professional Engagement and Advisory Forum as Secretary through minute taking, preparation and circulation of meetings papers, creation of agendas etc.
- Assist in the Annual Programme monitoring process including supporting in the compilation of the Annual Programme Reports and data sheets.
- Organise and co-ordinate other internal and external meetings as required, preparing and issuing any associated paperwork.
- Maintain the Academic Governance and Deliberative Committees section on SharePoint.
- Assist in the preparation of documentation for programme validation and accreditation events.
- Deal with telephone enquiries from the members of Committee and subcommittees as well as Deliberative Committee Student Representatives.
- 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
<u>In this role you will liaise with:</u> All internal departments particularly the Executive, Senior Leadership Team, Deans, Associate Dean, Academic Delivery Managers, Programme Leaders, Academic Quality Unit, external members of deliberative committees and deliberative committee student representatives.	

## 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  *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
Secretarial, office and/or strong administration experience	X		X	X	X

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Experience within the education sector / Built Environment / Higher Education		X	X	X	
Experience in a similar role		X	X	X	
<b>Skills, knowledge, and aptitudes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Accurate and strong attention to detail	X		X	X	X
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X			X	X
Professional, confident approach to work and focused on providing a proactive, quality service	X			X	
High standard of written and verbal communication skills including the ability to summarise complex information	X		X	X	X
Organised, thorough and very deadline focused	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	
Use of SharePoint and Adobe Professional software		X	X	X	
<b>Other requirements or special requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	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, Prevent, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

## PAY & BENEFITS

- Salary range £26,000 to £30,000 per annum (depending on experience) Full Time Equivalent.
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); 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. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- 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.

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- 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.
- Employer-funded Health Cash Plan (Simplyhealth).
- 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](mailto: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](mailto: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](mailto:c.carroll@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2433 / 2013 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

### Closing date and next steps

8 December 2022 at 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.

### Interview details

Initial interviews are scheduled for Monday 12 December 2022 and Tuesday 13 December 2022.

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.

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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.

## **Pre-employment checks**

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.