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| Job Title: | Governance Officer |
| Salary | £31,653 -£38,155 per annum, dependant on experience |
| Job Purpose: | To support the Treasurer with governance and compliance activity and the work of the key College Committees To provide high quality administrative support to the Treasurer and Senior Management team |
| Reporting to: | Treasurer |
| Key internal stakeholders | Fellows and academic staff Senior management team Provost PA |
| Direct Reports: | None |
| External contacts: | None |

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| Main Accountabilities: | <p>Governance and Compliance</p> <ul style="list-style-type: none"> • Policy collation and updates • FOI/SAR initial response • GDPR compliance • Horizon scanning for legal and regulatory changes • Support of Risk Management processes and documentation <p>Committee support</p> <ul style="list-style-type: none"> • Agenda setting • Minuting • Recording and monitoring of actions • Administration of the Student Financial Support Committee <p>Treasurer support</p> <ul style="list-style-type: none"> • Scheduling of external meetings • Support of DPO responsibilities • Administrative support for legal engagements <p>SMT support</p> <ul style="list-style-type: none"> • Secretary to the Manager and Extended Managers meeting • Subject matter expert on Microsoft Office applications • Support for managers on delivering external documents – e.g. Annual Accounts, Oriel Record, Formal procurement processes |
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| Qualities and Experience: | <ul style="list-style-type: none"> • Good documentation and writing skills including minuting • Methodical - someone who can be relied up to complete and finish work in areas of responsibility • Excellent attention to detail • Excellent oral and written communication skills • Excellent analytical skills • Calm and diplomatic |
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| | <ul style="list-style-type: none"> • Team player • Demonstrable prior experience in governance, legal and/or compliance work • A robust understanding of the importance of organisational governance • Experience of working in a similar role in the charitable sector would be desirable |
| Qualifications: | <ul style="list-style-type: none"> • Information security certification is desirable |
| Hours: | 36.5 hrs per week – some opportunity for remote working |
| Probationary Period: | 3 months |
| Training: | <p>Training will be provided in the following areas, if not previously undertaken:</p> <ul style="list-style-type: none"> • Mandatory College training – Information Security and data privacy • GDPR practitioner • Handling of Freedom of Information/Subject Access Requests • Chartered Governance Institute diploma |