



JOB DESCRIPTION

Job title	Governance Officer
Department	Treasurer's Office
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	Grade 5 £31,653 - £38,155pa (dependent on experience)
Hours of work	36.5 per week
Contract type	Permanent
Reporting to	Treasurer
Key internal stakeholders	Fellows and academic staff Senior management team Provost PA

Overview of the role

To support the Treasurer with governance and compliance activity and to provide high level administrative support to the work of the key College Committees and Senior Management Team

Main Duties and Responsibilities

- To ensure accuracy and timely updates of all the Governance and Compliance requirements of the College
- To manage the library of College policies including the timely management of key review dates and periodic updates in line with changing legal regulations and College review procedures
- To be the first line of draft response for Freedom of Information requests (FOI) and Subject Access Requests (SAR) in consultation with the Head of Communications and the Treasurer, who is the College designated Data Protection Officer
- To be the College key contact and lead in ensuring GDPR policies and processes are up-to-date and followed by all College members
- To take responsibility for horizon scanning for legal and regulatory changes that will affect the College's policies and procedures
- To support departments and managers with the College's Risk Management processes and documentation

Committee Support

To support the Treasurer in ensuring Committee run smoothly, to include:

- Agenda setting
- Taking and circulating minutes

- Recording and monitoring actions arising from committee decisions
- Undertaking the administration of the Student Financial Support Committee

Treasurer Support

- To assist in the scheduling of external meetings
- Support the Treasurer in their role of Data Protection Officer (DPO)
- Providing administrative support for legal and compliance engagements

SMT Support

- To undertake the role of Secretary to the SMT Managers and Extended Managers meetings, to include the termly away day events
- To provide subject matter expertise on Microsoft Office applications
- To provide support to managers on delivering external documents in appropriate Oriol College branded documentation e.g. Annual Accounts, Oriol Record, Formal procurement processes

Selection criteria

Essential:

- Educated to degree level, or equivalent
- Excellent documentation and writing skills including minute taking, agenda setting and collation of papers
- Methodical and logical approach to task management and completion, within tight deadlines, with minimum supervision
- Excellent and proven skills and experience in tasks that require accuracy and attention to detail
- Excellent analytical skills with the ability to take initiative and work calmly under pressure
- Excellent communication skills with proven ability and experience of working well both in a team and autonomously

Desirable:

- Previous experience of working in a similar role
- Previous experience of working in a complex and/or collegiate higher education environment
- Information Security certification

About Oriol

Oriol College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriol brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriol College, please visit <https://www.oriol.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Annual pension review meeting
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Mandatory College training – Information Security and data privacy
- Responding to FOI – July 2023
- Free access to hundreds of online training courses
- Free training via LinkedIn Learning

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.