



University of Oxford
**St Edmund
Hall**

**Job Description – Further Particulars
Governance Officer**

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and currently has about 70 academic staff (Fellows and Lecturers), 420 undergraduate students, 350 graduate students and 40 visiting students. Students are admitted in a range of subjects.

The first documented reference to St Edmund Hall is from 1317, which indicates an earlier foundation. Although Oxford's oldest colleges date to the mid-thirteenth century, it was not until the sixteenth century that the colleges commonly admitted undergraduates. St Edmund Hall therefore has a claim to be the oldest surviving academic society to house and educate undergraduates in any university – and it continues to provide an inspiring home for our students today.

The College launched its first strategy on 1 October 2019, encapsulating the Hall's vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

General information about the College is available at www.seh.ox.ac.uk.

2. The Role

The Governance Officer is responsible for ensuring a strong framework is in place to support administrative governance matters for the College, which includes supporting a busy schedule of committee meetings and maintaining accurate records. Additionally, the post-holder will oversee the College's policy library, undertake small projects, and maintain registers and lists to improve the running and reputation of the College.

3. Reporting to:

The Finance Bursar, with additional supervision and some direction provided by the Principal and the Vice-Principal of the College. The Finance Bursar also has oversight of the Accounts Department which includes the College Accountant, the Deputy Accountant, an Assistant Accountant (Payroll), an Accounts Assistant and the Purchase Ledger Assistant.

4. Job Description

The post-holder will:

- Provide full secretariat support to the following committees and sub-committees:
 - Governing Body*
 - Development Committee**
 - Finance Committee

- General Purposes and Bursarial Committee
- Investment Sub-committee
- Buildings Sub-committee
- Gardens Sub-Committee
- Sustainability Sub-Committee
- Nominating Committee
- Health and Safety Sub-committee

*For Governing Body, duties include drafting of agendas, in liaison with the Secretary to the Governing Body and the College Registrar, and distribution of papers. The College Registrar attends these meetings as official note taker. The Governance Officer shares outcomes with relevant parties.

** For Development Committee, duties include distribution of agendas and papers in liaison with the Director of Development, attendance at meetings and ensuring minutes are drafted, approved, and published on the relevant SharePoint site in a timely and clear manner.

For all other Committees listed above, responsibilities include drafting of agendas in liaison with the Secretary of each Committee, compilation and distribution of papers, attendance at meetings and ensuring minutes are drafted, approved, and published on the relevant SharePoint site in a timely and clear manner and proactively monitoring progress against the committee action logs by prompting individual stakeholders and advising committee chairs of any outstanding issues.

- Set the annual schedule of meetings, arrange room bookings, and book refreshments and IT/presentation equipment.
- Updating the College's internal telephone directory located on SharePoint on an ad hoc basis as and when changes are notified.
- Coordinate information flow between College Committees.
- Maintaining and distributing the College's emergency contacts list and emergency protocols.
- In liaison with the Vice-Principal, HR Manager, Principal's Executive Assistant, College Registrar, and Senior Tutor, keep the Fellows' spreadsheet up to date detailing individual terms of office and ensuring these are communicated to the Development Office relating to any funded appointments.
- Ensure the College's trustee information on the Charity Commission website is up to date, in liaison with the Finance Bursar.
- Ensure any agreed Governing Body changes to the College's By-laws are updated and visible on the College's website.
- Oversee Freedom of Information requests and co-ordinate the responses required with the relevant College Officers, answering all requests within the statutory deadline. The College's Freedom of Information Officer is the Finance Bursar.

- Oversee the Data Protection Officer's (DPO's) mailbox and co-ordinate the response required with the College DPO, ensuring all requests are responded to within the statutory deadline. The College's DPO is the Domestic Bursar.
- Keeping abreast of regulatory changes within Data Protection and Freedom of Information relating to charities or the higher education sectors.
- To maintain the College's Risk Register and co-ordinate the annual update, ensuring that this is taken through each relevant Committee at the start of each Trinity Term (the last term of the academic year).
 - To ensure that the College's Ten-Year Strategy audit takes place each Michaelmas Term.
- To ensure that the College's Environmental Sustainability Strategy audit takes place each Trinity Term.
- Co-ordinate and maintain the compilation of the annual Trustee Declaration forms and the Register of Interest Forms for Trustees and Senior staff, ensuring the Finance Bursar and College Accountant are made aware of any important conflicts.

Other Duties

- In liaison with the relevant College Officers, manage the College's policies and monitor review dates in line with good practice and legal responsibilities, ensuring the policy schedule and policy library on SharePoint is kept up to date.
- In liaison with the College Registrar, the Senior Academic Officer, and the Communications Manager, maintaining and revising the College's Student Handbook and Regulations (the 'Grey Book') ensuring accurate content and coordinating updates from other departments.
- Development and upkeep of the College's SharePoint sites and ensuring the correct stakeholders can access committee papers and other useful information.
- Participate in any other small projects as required including management of applications to the Masterclass Fund and circulation of student feedback requests.
- To develop a knowledge and understanding of all relevant legislation e.g., GDPR, the Prevent Duty and Freedom of Information.

The appointee will also be expected to carry out such other duties as the Finance Bursar, Principal and Vice-Principal may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive.

5. Selection criteria/Person specification

	Essential and desirable criteria	
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Education/qualifications		
Educated to degree standard or equivalent professional experience.	√	
Experience		
Significant relevant administration experience in a comparable setting (e.g., further, or higher education, a charity or local government).	√	
Experience of committee servicing and minute taking.	√	
Experience of working with confidential and sensitive information.	√	
Experience of setting up records and systems for maintaining accurate information.	√	
Experience of small project management and event planning/coordination.		√
Experience of the Oxford collegiate system.		√
Skills, Competencies and Abilities		
Excellent interpersonal skills, with the ability to work as part of and contribute to the work of a wider team.	√	
Confident written and communication skills, with the ability to deal appropriately with relevant stakeholders including students, Fellows, and colleagues.	√	
Excellent IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads.	√	
A flexible and adaptable attitude towards duties, including a willingness to work cooperatively and collaboratively to meet the fluctuating needs of the academic year, which may include some work out of hours.	√	
Ability to take initiative, interpret information and present findings clearly working with excellent attention to detail.	√	
An awareness of regulatory policies such as GDPR and Freedom of Information and a willingness to undertake further training as required.	√	
Personal Skills		
Proactive and positive approach and able to work with minimal supervision.	√	
Discreet and able to maintain confidentiality.	√	
Friendly and approachable with strong relationship management skills.	√	

6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 3 months on either side.
Salary:	The salary reflects the University Scale at Grade 6 (currently £32,332 to £38,205 per annum). Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week, usually 09.00 to 17:00, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Governance Officer may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Finance Bursar.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.

Parking: Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Friday, 27 October 2023**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Monday, 6 November 2023 in Oxford.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*

3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*