



Job Description

Job Title	Assistant to the Clerk of Board of Governors
School/Service/Institute	Executive
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE/Hours	22.2 Hours per Week (0.6 FTE)

Job Purpose

To provide a comprehensive digital and administrative support role to the Clerk to the Board of Governors, specifically relating to the preparation of committee papers, agenda and taking and preparing the minutes of the meetings, under the guidance of the Clerk.

To act as first point of contact for all members of the Board of Governors and responding to those issues arising.

Relationships

Reporting to:	Clerk of the Board of Governors
Responsible for:	None
Key working relationships:	Board of Governors, University Executive Team

Main Activities

- To manage in-coming telephone calls, e-mail messages, correspondence, etc., in an appropriately structured and prioritised manner, including the preparation of acknowledgement responses and follow-on actions relating to University governance.
- To produce high-quality hard-copy and digital documentation on behalf of the Clerk to the Board of Governors, supporting the delivery of committee business.
- To provide a personal 'aide-memoir' safety-net support service to the Clerk to the Board of Governors, including an appropriate range of memory-joggers, reminder-notes, and deadline-alerts for all Board related matters and the wider Executive team as appropriate.
- To co-ordinate the follow-up action planning arising from Board meetings, specifically in relation to compliance with deadline dates, and the progress- chasing of action points etc.

Main Activities

- Produce and electronically distribute meeting papers for Board and Committee meetings through the use of SharePoint.
- Be pro-active in ensuring that papers are received from relevant parties to fit in with the calendar of meetings for the Executive Team and the Board of Governors and its Committees and are approved by the relevant management group.
- Make all arrangements for meetings, e.g., parking, rooms, refreshments, appropriate IT equipment, teams links, digital papers etc.
- Attend at start of meetings to welcome Governors and ensure meeting arrangements are in hand and equipment working correctly
- Organise and attend the Board of Governor Strategic Events that occur usually twice per annum
- Follow up actions from meetings as required
- Book Governors on to training events and organise attendance at external meetings as required to include transport arrangements, payment for the event and to keep a record of events attended
- Process Governors' travel expenses
- Compose correspondence on behalf of the Clerk to the Board of Governors
- Arrange induction meetings/tours of the University for new members of the Board of Governors
- Be the first point of contact at the University for members of the Board
- Distribution of relevant briefings, circulars or general correspondence to the Board of Governors
- Maintain and update the governance area of the University's intranet and external web pages
- To maintain an up-to-date register of Board members' Declarations of Interest
- To hold the University Seal and oversee arrangements for appropriate documents to be executed under the Seal
- To undertake any other appropriate duties and responsibilities determined from time to time by the Clerk to the Board of Governors and/or the Board
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

As a member of the University Executive's team, the Assistant to the Clerk to the Board of Governors will project consistently high standards of professional practice, with an emphasis upon customer service and high-quality standards of work presentation. This requirement applies equally to internal contacts throughout the University, and to the considerable range and number of external contacts.

The Assistant to the Clerk to the Board of Governors will frequently represent the point-of-contact between the Board, the Clerk to the Board of Governors and the University's Executive team.

Linked to the specific role of the Clerk to the Board of Governors, the Assistant to the Clerk to the Board of Governors will need to be able to operate to a flexible work-time schedule, working in response to peak work-load periods and the requirement to meet deadlines.

There will also be occasions when the Assistant Clerk to the Board of Governors will be needed to provide support services at any University campus and events off campus as appropriate. There may be evening working required to support the Committee meetings, which will be managed as part of the standard hours of the role.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.