

Job Description



PACS Planning and Council Secretariat

Job title	Assistant Registrar (Governance)
Division	University Administration and Services
Department	Planning and Council Secretariat
Location	University Offices, Wellington Square
Grade and salary	Grade 8: £45,585 to £54,395 per annum
Hours	Part time (0.8 FTE = 4 days/week)
Contract type	Permanent
Reporting to	Head of Governance
Vacancy reference	168190

The role

The Assistant Registrar (Governance) will be one of a seven-strong team within the Planning and Council Secretariat, reporting to the Head of Governance. The Governance team is responsible for supporting the University's central governance: Council, Congregation, the maintenance of the University's legislation, certain of Council's committees, and elections by Congregation and Convocation. It also provides advice and support on all aspects of the University's governance.

The post provides an excellent opportunity for a dynamic and proactive professional interested in this high-profile work helping the University mitigate the risks of reputational, ethical or similar nature associated with the receipt of donations and research funding by the University as well as the security related risks resulting from international collaborations. In addition, following a review of Health and Safety across the University this post will seek to integrate the newly established Safety Executive Group and the associated Consultative Committee within the existing governance structures. This role is therefore wide-ranging and will provide an exciting opportunity to gain an insight into many areas of the University, and to take responsibility for a number of important pieces of work.

The person appointed will have a keen interest and the ability to deal with issues considered by the Committee and the two Groups. They will have excellent written skills, including the ability to set out advice and arguments clearly, concisely and comprehensively, and in a manner which may easily be understood by those unfamiliar with the topic. They will draw on their already strong organisational and interpersonal skills. They will work closely with senior officers, academic and professional services staff in University Administration Services (UAS) and the divisions.



Responsibilities

The responsibilities of the post holder will include the following.

(i) *Committee to Review Donations and Research Funding (CRDRF) Secretariat:*

CRDRF oversees the University's process for the acceptance of donations received by the University for any purpose; and funding received specifically for the purpose of conducting research. It reports to the Council of the University and is governed by Council Regulations. CRDRF plays a crucial role in mitigating the risks associated with the receipt of donations and research funding by the University. In servicing this committee, the Secretary will:

- Work with the Chair (an External member of Council) and PVC (Development and External Affairs) to plan the business of the Committee for the year ahead and plan meeting agendas;
- Taking the lead from the Chief Development Officer horizon-scan and proactively advise the Chair and PVC on emerging issues recommending governance related actions to be taken (e.g. sourcing papers; adding items to meeting agendas; seeking subject specific expertise and advice etc.);
- Provide administrative support to the Committee (scheduling and organising meetings; collating and circulating paper packs; note taking; minutes; proactively following up on actions between meetings etc.);
- Play a key role in developing the framework that underpins CRDRF, drawing on their compliance and/or legal experience;
- Ensure that the Committee works effectively and that it is able to meet its obligations to maintain and keep under review the guidelines for the receipt of donations and funding, and take decisions on cases referred to it under the framework;
- Be familiar with the legal, reputational and financial risks associated with these activities;
- Establish close working relationships with colleagues in the Development Office, Research Services, Legal Services and the Public Affairs Directorate;
- Support CRDRF with commissioning advice from the Security in International Collaboration Group.

(ii) *Security in International Collaboration Group (SICG) Secretariat:*

The recently created SICG is an advisory group to the General Purposes Committee of Council with a remit to consider operational and policy issues relating to international research and education collaborations. In servicing this Group, the Secretary will:

- Work with the Chair (PVC (Research) and the International Collaboration & Export Control Manager in Research Services to plan the 'standing items' of business of the Group for the year ahead and plan meeting agendas;
- Provide administrative support to the Group (scheduling and organising meetings; collating and circulating paper packs; note taking; minutes; proactively following up on actions between meetings etc.);
- Establish close working relationships with colleagues in the Divisions and UAS;
- Ensure effective flow of information between SICG and the CRDRF.

The work in both to the above areas is particularly sensitive and requires diplomatic skills of a high order. The post holder can expect to engage in aspects of policy work at a significant level in the organisation, liaising with the Pro-Vice-Chancellors, the Registrar, Development Office, Research Services, heads of UAS sections, and Divisional Registrars, and in close liaison with Legal Services, Personnel Services and members of the Public Affairs Directorate.

(iii) *Safety Executive Group*

The Safety Executive Group (SEG) has been created following a review of Health & Safety across the University. It will report directly to Council. Its remit is to set strategy and implement policies on behalf of Council. This Group will be the top of the operational chain of command for the purposes of implementation and reporting. It will share decision making across ten to fifteen officers. SEG will meet formally once a term

and members may be required to 'meet' in a shared on line space between meetings should a decision be required at short notice.

The Consultative Committee for Health & Safety will have a reporting pathway into the Safety, Health and Environment Operations Network as well as the SEG. It will ensure effective consultation with Trade Unions and other stakeholders. Ensuring appropriately scheduled consultations, effective communications and the embedding of a safety culture across the institution will be its principle aims.

The post holder will be responsible for the management of the business of the above Committees, working closely with each individual Chair to ensure that the focus of the committee/group's business appropriately managed.

The post holder will:

- plan the committee's business;
- prepare and circulate the agenda and papers and where appropriate publish them on a secure website;
- ensure that all the arrangements are in place for the meetings;
- draft the minutes and take follow-up action (which may include communicating with those who have items on the agenda);
- provide reports from the committee/group to Council or other bodies, and where appropriate, be responsible for the wider dissemination of information on the committee's work;
- be expected to advise committee members and others within the University and more widely on the committee's work and responsibilities.

The University's governance operates to a tight timescale and the post holder will be required to manage responsibly the business within those time constraints. Given the breadth and nature of the business of both the Committee and Group, the post holder will need to have a flexible approach with the ability to adapt readily to different topics and changing priorities on a daily basis.

Preparing papers may involve researching and/or writing them, or obtaining them from others and reviewing them. Papers that go to Council or another committee can often be technical in nature and it is the responsibility of the secretary to ensure that such papers are concise and intelligible to a lay reader, as well as being comprehensive.

The post holder will also be required to assist in the work of the Council Secretariat more generally, carrying out any other reasonable duties as may be specified from time to time by the Head of Governance and/or the Director of the Planning and Council Secretariat (PACS).

Selection Criteria

Essential

The post holder will be required to have, and to demonstrate evidence of, the following:

- (i) Educated to degree level or equivalent relevant work experience / intellectual capability
- (ii) Excellent written skills, including the ability to set out advice and arguments clearly, concisely and comprehensively, and in a manner which may be easily understood by those unfamiliar with the topic;
- (iii) Demonstrably strong interpersonal skills, including the ability to interact effectively, in writing and orally, with a wide variety of colleagues (both internal and external to the collegiate University) and with sensitivity to the different circumstances of individuals with competing demands, and resilience;
- (iv) A proactive approach, including the ability to identify and respond appropriately where information has relevance, not only to the task in hand, but also for other areas of work;
- (v) Flexibility in approach and the ability to adapt readily to different topics and changing priorities on a daily basis;
- (vi) A keen eye for detail and an appreciation of the importance of accuracy;
- (vii) The ability to work without close supervision, seeking advice from colleagues and keeping them informed as appropriate, with a commitment to the completion of tasks;

- (viii) Strong organisational skills, including accurate record-keeping and the ability to prioritise competing workloads; and
- (ix) the ability to deal with confidential information with absolute discretion.

Desirable Selection Criteria

- (i) Experience of working in a committee secretarial/ governance role in Higher Education or a comparable organisation (for example, the public sector or a large charity);
- (ii) Background in one of the subject areas within the CRDRF, SICG or SEG or the ability to develop an understanding of the topics under discussion in order to operate effectively.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Planning and Council Secretariat

The Planning and Council Secretariat (CS) section is responsible for university governance, compliance and legislative processes, university planning and strategy development, managing relations with the Office for Students (OfS) and a number of other external bodies, internal resource allocation and budgeting, and servicing the University's most senior executive and policy-making committees.

Seven members of the team are responsible for University-wide matters relating to governance, assurance, risk management and compliance. A substantial portion of these activities relate to the servicing of Council and several of its committees, including the General Purposes Committee, Congregation and elections by that body; and institutional compliance with the Freedom of Information Act and the Data Protection Act.

Nine members of staff undertake a broad mix of projects and recurrent work across all aspects of strategic planning and resource allocation. Activities include providing information to support the work of the Planning and Resource Allocation Committee (PRAC) and Finance Committee, and their associated sub-committees. The teams also provide strategic policy support to the Vice Chancellor, Pro Vice Chancellors and Senior Officers of the University, engaging with major external partners including HESA and other public sector agencies, support for the University's capital and annual academic planning processes, modelling and operating the University's resource allocation processes and co-ordinating the University's participation in the Uniforum benchmarking programme.

For more information please visit: <https://governance.admin.ox.ac.uk/about>

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly uashr@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter [@ResStaffOxford](https://twitter.com/ResStaffOxford), and Facebook www.facebook.com/oxrss.