Head of Governance and Assurance
Corporate and Information Services

Closing date: 3 February 2019
Interview date: 4 March 2019
Vacancy reference: 7269
INTRODUCTION

In recognition of the significant changes taking place in the external regulatory environment, the University is seeking to appoint a Head Governance and Assurance. This new role, which will report into the Deputy Registrar, will be responsible for further developing the University’s Governance and Assurance framework. You provide leadership and accountability for Governance across the institution ensuring that the University is well governed and meets the principles of good governance. You will play a significant role in shaping and supporting the governance, structures, systems and processes and providing advice to key stakeholders in the institution including the Chair of Council, the Vice-Chancellor, the Registrar and Secretary and members of Senate (amongst others). You will ensure that the University’s governance supports compliance, reduces administrative burden and is aligned with modern governance best practice.

This role offers you the opportunity to play a significant part in the establishment of a new department and act as the lead for all Governance related university matters.

Thank you for your interest in this exciting role at the University of York. I very much look forward to your application.

Heidi Fraser-Krauss
Deputy Registrar & Director of Corporate & Information Services
Main purpose of the role
You will provide leadership and accountability for Governance across the institution ensuring that the University is well governed and meets the accepted principles of good governance, adopting best practice from both within and outside the HE sector. You will play a significant role in shaping governance policies, structures, and processes ensuring they support compliance, reduce administrative burden and are aligned with modern governance best practice. Line managing a small team of experienced governance professionals, you will ensure they have the resources and support needed to work effectively. You will provide support to the Registrar and Secretary in her role as Secretary to both Council and Senate and advise key stakeholders in the institution including, the Chair of Council, the Vice-Chancellor, and members of Senate (amongst others).

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- Lead, and be accountable for, Governance across the institution, ensuring that the University meets the principles of good governance, and adopts best practice from both within and outside the HE sector.
- Lead the Governance and Assurance team within the Directorate of Corporate and Information Services promoting and developing a culture of high performance and shared responsibility.
- Ensure that the University’s governing instruments, i.e. Statutes, Ordinances and Regulations are regularly reviewed, and keep pace with necessary changes.
- Ensure that the University’s governance policies, systems and processes enable compliance with sector and external regulatory requirements and that the University is able to demonstrate assurance with all necessary reporting requirements.
- Develop and coordinate institutional compliance mechanisms, ensuring that key compliance requirements are identified, monitored and assurance can be given to relevant institutional bodies as required.
- Maintain the relationship with the University’s internal auditors and oversee the annual audit planning cycle.
- Ensure that the University’s scheme of delegation is fit for purpose and enables the University to make effective decisions.
- Ensure that University committee structures are appropriately resourced and that the institution has access to the right skills and talent in both its lay and internal committee membership to enable its assurance functions and support the University’s ambitions.
- Ensure that the processes for governance especially, that of the Council, are streamlined and make use of governance best practice to reduce the burden of compliance and assurance.
- Keep the Governance system under constant review ensuring that all key committees undertake a regular review of their effectiveness and that recommendations for improvement are implemented in a timely manner.
JOB DESCRIPTION

- Oversee the arrangements, agendas and papers for major committees, including planning for away days and strategy sessions, as and when required.

- Ensure that University Council Lay members have access to the right information of the appropriate detail and quality to enable an appropriate level of scrutiny and challenge.

- Develop the wider University community engaged in committee servicing to ensure that there is a common approach to governance, minute writing and that consideration of common topics, such as risk management, are included across all decision-making structures.

- In collaboration with colleagues across the University, ensure the accuracy and provenance of the institutional corporate record in terms of governance decisions, committee papers and the use of the common seal.

- Lead on responding to sector consultations, writing or co-ordinating the institutional response as necessary through consultation and engagement with institutional or external stakeholders.

- In liaison with colleagues in External Relations, ensure a positive culture of institutional engagement in governance and decision-making and that the outcomes of institutional decision-making are appropriately communicated within the University community or to external stakeholders.

- Provide advice and guidance on governance queries and ensure that senior colleagues are apprised of governance issues/conflicts as appropriate.

- Represent the University at sector or external events as required.

- Any other duties as required, from time to time, by the Deputy Registrar or the Registrar & Secretary.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level or equivalent</td>
<td>Essential</td>
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<tr>
<td>Relevant professional qualification, for example, Institute of Chartered Secretaries and Administrators</td>
<td>Desirable</td>
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### Knowledge

- Up to date knowledge of relevant UK legislation, statutory responsibilities and policy relating to governance in the UK and within Higher Education **Essential**
- Excellent understanding of the governance mechanisms and structures used in higher education **Essential**

### Experience, skills, abilities and competencies

- Ability to develop and lead an effective and motivated team **Essential**
- Ability to advise on the interpretation, implementation and amendment of the University’s governing instruments **Essential**
- Excellent communication skills, with the ability to communicate well in all forms and to a variety of audiences. **Essential**
- Ability to develop and sustain positive relationships and work collaboratively with key internal and external stakeholders **Essential**
- Ability to deliver against agreed expectations, making efficient use of resources **Essential**
- Ability to exercise discretion, diplomacy and judgement, with the skills required to operate in complex political environments **Essential**
- Ability to analyse complex issues and provide clear and concise advice **Essential**
- Ability to make risk-based decisions in a timely manner **Essential**
- Ability to react to a fast paced, goal driven environment **Essential**
- Experience of leading service improvements and organisational development **Essential**
- Experience of working with, and influencing, senior management at both Board and Governing body level **Essential**
- Significant experience of reviewing, developing and implementing effective governance mechanisms **Essential**
- Experience of successfully managing resources, both human and financial **Essential**
- Significant experience of supporting key University committees **Essential**
- Experience of interpreting government policy and providing comment and advice to a range of service users **Essential**
## PERSON SPECIFICATION

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<thead>
<tr>
<th>Experience, skills, abilities and competencies (continued)</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Experience of drafting and reviewing clear and concise policy documents</td>
<td>Essential</td>
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<td>Experience of working in a large complex organisation at both a strategic and operational level</td>
<td>Essential</td>
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<td>Experience of implementing appropriate technological solutions to support effective governance</td>
<td>Essential</td>
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<td>Experience of working proactively with University auditors</td>
<td>Essential</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Consultative and able to work collaboratively</td>
<td>Essential</td>
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<td>Good attention to detail</td>
<td>Essential</td>
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<td>Pragmatic and able to take risk-based decisions</td>
<td>Essential</td>
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<td>Resilient, able to work well in a fast changing environment and with conflicting priorities</td>
<td>Essential</td>
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<td>Emotionally intelligent and able to relate to a wide range of people</td>
<td>Essential</td>
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<td>Possessing a high degree of integrity, honesty and openness</td>
<td>Essential</td>
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The Directorate of Corporate and Information Services is a new Directorate led by the Deputy Registrar. It is responsible for six key University services, Planning, Strategic Programmes and Change, Governance and Assurance, Legal Services, Health and Safety, and Information Services, (which includes the Library, Archives and IT functions). The rationale behind the creation of this Directorate is threefold firstly, to enhance coordination between central professional services and academic departments, secondly; to strengthen the governance, assurance, and risk management activities of the University and finally to create the capability to support the delivery of strategic initiatives and institutional change.

As a new Directorate we will strive to provide the best student and staff experience via a strong customer focus, agile and effective services and a commitment to continuous improvement, We will work in collaboration with colleagues both within the Directorate and across the University to achieve this aim.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visit york.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7269
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 February 2019.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees, one of which must be from your current employer.

Help and assistance

Direct any informal queries to
Paul Ellison (HR Recruitment Adviser)
paul.ellison@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835