Deputy Secretary

Department: Executive Operations

Hours of work: Full time, 37 hours per week

Contract type: Permanent

Salary: Grade 8, £51,799 - 60,022 per year
**Introduction**

The Deputy Secretary (Head of Governance and Assurance) is a new post in the Governance and Assurance Team within the Executive Operations Department. The role reports directly to the University Secretary, and will be expected to take the lead on a wide range of governance and assurance issues. Crucially, the role will also provide additional key senior capacity within the team for strategic policy, project and regulatory work. This new role will also take on line management and development of members of the Department.

The Deputy Secretary will also deputise for the University Secretary across all aspects of their secretariat duties in relation to UEB, Council, Senate and Court and other bodies, as well as serving as end-to-end professional secretariat to one or more key committees, as Head of Prevent Duty Operations, reporting into the University Secretary as Prevent Lead. More widely, the role will be a key part of the Executive Operations Department to help fulfil the Executive Operations Departmental Charter in ‘supporting the work of senior leaders to effectively manage and govern the institution, and deliver the University’s Strategy’.

This is a substantial job at the centre of governance and assurance within the University and as such the role-holder will bring extensive senior experience from holding a former corporate governance and policy role from HE or the public, private or third sectors. The role-holder will liaise effectively, efficiently and build confidence and influence at all levels of the University, from senior stakeholders on Council, Senate, Court, to a wider spectrum of Professional Support Services, including in Planning and Risk, the Chief Operating Officer’s and Finance Departments, and Faculty colleagues. Finally, the role holder will also need a keen sense of judgement on when to escalate matters for further advice, with discretion and diplomacy being paramount qualities sought in the successful candidate.

If this sounds like it could be you, then we’d love to hear from you.

**Main purpose of the role**

The core of this role is to provide specialist and general leadership, advice and capacity at a senior level within the Governance and Assurance Team. The role-holder will support the University Secretary in delivering a full range of secretariat, executive and corporate governance policy review and implementation priorities supporting the University Strategy 2030, and to uphold risk-based regulation and compliance. In addition, deputising for the University Secretary and directly line managing, advising and supporting the Senior Governance and Assurance Officers, Governance and Regulation Officer and Governance Administrator will be a key part of the role. The role includes facilitating join-up in relation to aspects of governance, policy and regulation, integrating into the wider Executive Operations Directorate and providing specialist advice and support and implementation of governance enabling the University Change Programme and transformational initiatives.

**Key responsibilities**

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

1. **Role Specific Responsibilities**
   - Leading on best practice governance advice and action, including supporting underpinning governance for the Change Programme and Transformational Initiatives
   - Leading on a review framework and timetable for the University’s Ordinances, Regulations and associated Policy, including directly undertaking review activity and coordinating and facilitating other colleagues to do so
   - Leading on further streamlining, rationalisation and join up of committee governance and reporting systems
   - Leading on complex and sensitive casework which involves University Ordinances, Regulations and associated Policy, which involves input from, or oversight of, the Governance and Assurance Service
● Providing an end-to-end secretariat function for key University committees, including more than one sub-committee/groups of Council, Senate and UEB
● Deputising, and providing advanced support as required, to the University Secretary as Secretary to Council, Court, UEB and Senate
● Acting as a Project Manager for governance effectiveness and evaluation projects and initiatives
● Being the University’s Head of Prevent Duty Operations, reporting to the University Secretary as Prevent Lead
● Line management of the 4x FTE Governance and Assurance Department members
● Playing a key role in other Executive Operations initiatives as overseen by the University Secretary or Director of Operations

2. University of York Responsibilities for Grade 8

Service and Operational Delivery
● Provide the leadership that enables the service to deliver its objectives.
● Lead delivery of a substantive and/or complex range of services.
● Engage with key stakeholders to influence opinion, delivery and reputation of services.
● Deliver results to meet the needs of the customer through effective leadership of people.
● Monitor, evaluate and provide feedback on the performance of operational areas and take the actions necessary to improve the service.
● Horizon scan to identify digital opportunities to improve the efficiency of service operation.

Continuous Improvement
● Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
● Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
● Apply leadership and expertise to identify, understand and resolve significant/longer term complex problems and generate innovative approaches to improve or resolve problems.
● Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge.

Specialist Contribution
● Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
● Lead and deliver professional development and support initiatives in relation to own subject area that would apply across the University.
● Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
● Apply technical expertise/analysis to high-level of problem resolution, technical judgement to guide decision making.

Collaboration and Communication
● Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
● Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
● Develop and encourage mutually beneficial internal/external working relationships.
● Identify and develop opportunities for communities of practice and knowledge sharing

Governance and Oversight
● Promote and develop a deep understanding of organisational policy and regulations.
● Manage quality and regulatory audit process.
● Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
● Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
● Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.

Planning and Organisation

● Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
● Will have significant input to long term strategic planning.
● Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.
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<tr>
<th>Person specification</th>
<th>Essential / Desirable</th>
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<tr>
<td><strong>Role Specific</strong></td>
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<tr>
<td>Demonstrable advanced specialism in executive and corporate governance and regulation in a large and complex organisation or set of organisation</td>
<td>Essential</td>
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<td>Well-established experience in corporate governance policy development, review and delivery</td>
<td>Essential</td>
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<td>Highly advanced skills in use of advanced technologies to deliver effective governance and policy and regulatory roll-out and capture, and to promote and facilitate the work of the Department</td>
<td>Essential</td>
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<td>Advanced written, oral and wider communication and presenting skills, tailored to a rage of audiences.</td>
<td>Essential</td>
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<td>Line management experience of staff at a range of grades and levels</td>
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<td>Project Management – Lean Process Certified or equivalent experience</td>
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<td>Higher education or Further Education governance, policy and regulatory change experience, including in relation to the Prevent Duty.</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 8**

Qualifications:

- Degree and professional qualification, or equivalent experience **Essential**
- A Chartered Governance Institute or equivalent qualification **Desirable**

Skills - demonstrates the ability to:

- Lead people - providing vision, motivation, inspiration and direction **Essential**
- Lead large-scale projects **Essential**
- Use digital technologies including Google applications and/or Microsoft Office **Essential**
- Communicate to engage and influence others **Essential**

Behaviours:

- Works collaboratively with others **Essential**
- Delivers a quality service **Essential**
- Develops self and others **Essential**
- Actively champions respect, inclusivity, equality and diversity **Essential**
- Identifies and implements continuous improvement **Essential**