

Strategic Planning and Governance Officer

Job Ref: REQ241030

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description

Job Grade: Management & Specialist Grade 6

Salary: £40,247 - £45,163

Full-time, open-ended position

Job Purpose

To provide professional governance support for a range of senior University committees, Project Management Boards and working groups that facilitate the implementation of the University Strategy and the general good governance of the University. This will include supporting the administration of the University's major capital project procedures including acting as Secretary to Infrastructure Committee, writing and reviewing committee reports and providing advice and guidance to senior University managers.

The Strategic Planning Team provides a broad range of services in support of the University's major planning functions. It works closely with staff across the University on planning and resource issues. Its main responsibilities fall under the following headings:

- Development & delivery of University Strategy
- Supporting effective governance of University Committees and other groups
- Support for the University Planning and Resource Allocation process and University wide projects
- Provision of accurate, timely and relevant management information.
- Supporting the embedding of equity, diversity and inclusion across the University.

Job Duties

1. Governance support for a range of committees and strategic projects

- To proactively manage and provide high quality governance support for senior University committees, Project Management Boards (PMBs) and working groups aimed specifically at delivering the priorities identified in the University Strategy and other strategically important matters. This will involve working regularly and in partnership with key senior managers.
- To act as Secretary for Infrastructure Committee and a range of other committees/PMBs/groups including:
 - The timely preparation of agendas, minutes, and papers.
 - Providing comprehensive support to the Chairs on all matters relating to the committee/PMB/group.
 - Proactively managing the scope of the committee/PMB/group to ensure they define and adhere to agreed terms of reference.
 - Proactively managing and monitoring any action plans, governance timelines and project progress ensuring that interdependencies are documented and understood.
 - Preparing, editing and analysing reports on strategic projects and developments for key University committees and senior managers ensuring an appropriate level of detail to communicate progress and inform the strategic decision-making process.
 - Ensuring the University's major capital project procedures are followed and being a source of advice and expertise on these procedures.
 - To be a key link between different governance groups, understanding the various roles and responsibilities and ensuring good communications and information flows between different

governance groups and relevant stakeholders.

- To liaise with and provide governance advice to a range of relevant internal and external stakeholders across the organisation.
- To ensure the outcomes of projects including achievement of strategic objectives and lessons learnt are documented and shared with key University decision making bodies.
- To liaise with other members of the Governance and Projects Team within the Strategic Planning Team to ensure that projects progress in accordance with internal governance processes.

2. Wider governance advice and support

- To provide expert advice and guidance to the Vice Chancellor's Reports, Deans and Directors of Professional Services on University governance procedures and processes including the structure and content of committee papers.
- To work with other members of the Governance and Projects unit within the Strategic Planning Team to provide cover and support for University committees, PMBs and working groups as required including acting as designated back-up to the Secretary of Strategic Portfolio and Resources Committee.
- To support the administration of the staffing approval process.
- To work with the Strategic Planning and Governance Manager to take forward work streams that support and develop effective governance practices within the University including contributing to designing and delivering governance training to the wider University.
- To provide input to the University's strategic planning process, working with other members of the Strategic Planning Team to enhance the quality, presentation, and dissemination of management information across the University.
- To keep informed of sector developments and be responsible for highlighting relevant issues to members of the team.

3. Other duties

- The postholder will be required to manage their own time and workload proactively on a weekly, monthly and annual basis to support the achievement of individual and Strategic Planning team objectives.
- Ad hoc project work or other occasional duties as may be assigned by the Strategic Planning and Governance Manager
- To contribute to the wider work of the Strategic Planning Team as required.
- Any further duties as commensurate with the scope of the role.

Points to note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equity & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Strategic Planning and Governance Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Demonstrable experience of providing professional governance support for complex organisational level governance committees	1,3
	Experience of providing advice and guidance to senior managers on governance related matters	1,3
	Experience of drafting complex minutes and reports for organisational level committees and senior managers	1,3
	Experience of planning, prioritising and progressing work activities within general guidelines, using initiative and judgement without recourse to managers	1,3
Skills and abilities	Collaborative attitude and approach, with an ability to interact effectively and build positive relationships with immediate team, other colleagues and external stakeholders	3
	Excellent verbal and written communication skills with the ability to independently produce high quality committee level reports and minutes and present complex information and decisions clearly to a wide range of staff and stakeholders	2,3
	Proven ability to professionally challenge and influence others to deliver successful outcomes including senior colleagues	2,3
	Ability to feed back on the work of others in the context of improving standards and supporting good decision making.	3
	Excellent attention to detail in all aspects of work including spelling, grammar and punctuation.	1,2,3
	Proven ability to problem-solve in a work environment, able to independently analyse complex issues and develop practical solutions, taking informed decisions based on information available	1,2,3
	Proven ability to be pro-active, to independently prioritise a complex workload and to work autonomously to tight deadlines with minimal supervision and guidance	3
	Demonstrates initiative, flexibility, and has the ability to adapt to a changing work environment and priorities	3
	Ability to contribute to the design and delivery of governance related training to a range of audiences	1
	Ability to communicate passion for Equity, Diversity, and Inclusion with a focus on action	3
	Extensive working knowledge of standard office IT applications – Word, Outlook and Teams	1
Training	Demonstrable commitment to continuous improvement, including own development	1
Qualifications	Hold a degree and/or demonstrate equivalent experience of independently producing complex written work and undertaking substantial analysis of complex written material	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a professional capacity, ideally in higher education	1

Conditions of Service

The position is a full time and open-ended. Salary will be on Management & Specialist Grade 6, £40,247 to £45,163 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for Grade 6, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **Sunday 1 December 2024**.

