

School Governance Manager

Job Ref: REQ250390

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

[Loughborough Business School](#) is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of '[Progress with Purpose](#)', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

Job Grade Management & Specialist Grade 6

Job Purpose

Working closely with the Dean of School, the School Governance Manager will ensure process is adhered to whilst enacting the Progress with Purpose strategy. Take responsibility for the flow of communications between the School Executive Board (SEB) and the wider school and identify internal governance routes to support decision-making. Take accountability for the creation and implementation of a School governance calendar, planning strategic meetings and staff briefings.

To drive forward a portfolio of projects to ensure the delivery of the School's strategy which will ensure the School's continued success and further propel the School's reputation as the Business School of choice.

Job Duties

Governance Duties

1. To review, develop, and update School governance policies and processes to ensure they are fit for purpose, easy to follow, and compliant with relevant legislation.
2. Ensure that governance routes are shared and followed effectively; advise on the day-to-day flow of information and approvals within the School, and in relation to decision-making at university level. Accountable for ensuring that finalised proposals and submissions are in line with prescribed deadlines, and committee meeting dates.
3. To co-ordinate the provision of appropriate training for staff to support the implementation of School strategy, and where appropriate to develop and deliver related training to staff.
4. Pre-empt and plan for meeting discussions; proactively identify items for discussion or approval, from other committees; draft agenda for forthcoming meetings and brief attendees who will speak to these items;

organise/summarise papers and reports to ensure attendees are in possession of all relevant background information needed to assist in decision-making process; source and collate datasets required for specific meetings; provide regular updates on progress against the School's KPI's for EDI, Sickness Management, Recruitment; circulate papers in a timely manner; attend and minute formal meetings for senior Staff and take part in discussions, where appropriate; provide support for actions and where appropriate, add these to the project list for prioritisation; follow up with absent members, to ensure that their actions are communicated and delivered within the required timescales; utilise this insight to shape future agenda.

5. In conjunction with the Dean of School, define the cadence of School leadership meetings and develop a School governance calendar. Manage the implementation of this calendar through the Dean's PA.
6. To line manage the Dean's PA, ensuring they facilitate the Dean's commitments to optimise her time by pre-empting agenda for meetings with central departments, ensuring that relevant School data or information is made accessible in advance, develop a clear understanding of the school calendar to assist in planning for School events.
7. To take responsibility for developing an electronic document management process for all project work, in keeping with GDPR guidelines; create, document, and manage a clear procedure for the storage, accessibility and retention of material and information that can be applied throughout the School, where relevant.

Programme-related Governance Duties

1. Proactively work with Core Plan Leads in shaping and documenting plans for the collective delivery of Strategic projects that reflect the School's Strategy.
2. Take responsibility for the effective governance of individual projects within each Core Plan, ensuring that they progress through appropriate governance routes and remain on track to deliver the aims of the project portfolio.
3. Work effectively with stakeholders from central University departments to ensure that the School's project portfolio is delivered in compliance with university wide frameworks and policies, as well as ensuring adherence to appropriate regulations.
4. Ensure that all activities have equity, diversity and inclusion embedded in them by providing support for the creation of equality impact assessments for each project.

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 observing the University's Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The postholder will be expected to work additional hours and on specific weekends to facilitate Employer Engagement events and University Open Days.

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

Organisational Responsibility

Reports to the Business Operations 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/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
	Significant experience of working in a senior support role in HE	1, 3
	Experience of developing and applying a fundamental understanding of business requirements to support Senior Staff	1, 2, 3
	Experience of building and maintaining excellent relationships with internal and external stakeholders	1, 3
	Experience of supporting formal committee meetings and coordinating follow-up discussions	1, 3
	Experience of supervising staff and/or undertaking a line management role	1, 3
Skills and abilities	Excellent communicator with the ability to successfully interact with a diverse range of stakeholders	1, 2, 3
	Proven ability to deliver with accuracy in a fast-moving environment	1, 3
	Proven ability to assimilate and apply information effectively to facilitate decision making processes	1, 2, 3
	Proactive, highly organised and able to apply sound judgement	
	Demonstrate strong emotional intelligence and the ability to work with absolute discretion	1, 3
	Excellent organisational skills and ability to plan, prioritise and work independently to meet competing deadlines.	1, 3
	Strong Team Player with the ability to influence, persuade and guide senior colleagues	1, 2, 3
	Responsive and adaptable to change, with the ability to champion new initiatives	1, 3
	Commitment to creating a supportive, inclusive work environment	1, 3
	Excellent IT skills	1, 3
Training	Proven commitment to ongoing personal development and a willingness to train, learn and adopt new procedures as required	1, 3
Qualifications	Honours Degree / equivalent qualification or substantial relevant experience and educated to at least 'A' level standard. 5 GCSE's including Maths and English (A – C)	1, 3
Other	Able and willing to work outside standard hours when required	3
	Committed to Equity, Diversity, and Inclusion	1

Desirable Criteria

Area	Criteria	Stage
Experience	Good understanding of the University's governance structures	1, 3
	Experience in change management and process improvement techniques	1, 3
	Experience of Loughborough University systems and administrative procedures	1, 3
Skills and abilities	Experience of leading change and working within a rapidly changing environment	1, 2, 3
Qualifications	A project/programme management qualification	1, 3

Conditions of Service

The position is FULL TIME and FIXED TERM for 12 months or the earlier return of the post holder. Salary will be on Management & Specialist Grade 6 £35,116 - £45,413 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

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 equality 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/>.