

Job Description

Job title:	Committee Officer
Department/School:	Policy, Planning & Compliance
Grade:	7 (0.5 FTE)
Location:	University of Bath premises

Job purpose

To provide expert advice on University academic governance to ensure that high-level decision-making by specified Senate committees or joint Council/Senate committees is in compliance with Charter/Statutes/ Ordinances/ Regulations/ Standing orders and other relevant documents

To service University committees and working groups as required; advise a variety of Committee Chairs on powers and function of the Committees;

To develop a wide-ranging knowledge of relevant issues in order to inform and drive the business of committees; such as Ethics, Equality, Diversity & Inclusion, Honorary degrees
To advise Chairs and committees on regulations and powers regarding ad-hoc Senate Appeals considering cases of student exclusion.

Source and nature of management provided

Deputy Director (Academic Governance & Compliance)

Staff management responsibility

None

Special conditions

The role is part-time, part-year. Working hours are condensed into approx. 36 weeks, normally not working in vacations, normally over four days a week, (can consider flexibility subject to being available to service specified committees).

Very occasional work after normal office hours, planned in advance (eg supporting a prize committee presentation in early evening).

Main duties and responsibilities

Committee servicing

- 1** Identifying business for consideration by specified Committees and producing an annual plan of business for each; determining the route of business through the University's governance structure.
- 2** Developing and keeping up-to-date a specialist knowledge of a wide range of relevant issues in order to inform and drive the business of committees; such as Ethics, Equality, Diversity & Inclusion, Honorary degrees, Senate Appeals (portfolio may vary).

Main duties and responsibilities	
3	Ensuring the Committee composition is accurate and up-to-date; liaison with colleagues regarding elections; organising induction for new members.
4	Preparing committee agenda in consultation with the Chair.
5	Identifying need for committee reports and compiling clear and concise reports as required, such as on new or revised policies, responses to new legislation, identifying need for and drafting new procedures (such as how to rescind an Honorary degree)
6	Obtaining and analysing data and cases (e.g. equality statistics or survey responses) and presenting recommendations to Committee.
7	Briefing the Chairs of Committees in advance. Identifying any key governance issues or contentious topics.
8	Liaison with other sections of the University regarding the submission of committee reports. Supervising the distribution of committee papers, supported by admin colleagues and Print Unit
9	Presenting items at Committees as required.
10	Advising meetings of Committees on governance to ensure compliance
11	Writing clear and concise minutes, meeting deadlines for approval.
12	Publishing meeting summaries and disseminating key decisions affecting the wider community
13	Developing training in house (eg for Dept Research Ethics Officers) or identifying external providers.
14	Following up and actioning decisions of committees on behalf of the Vice-Chancellor or other senior colleagues and monitoring follow-up actions.
15	Preparing documents and summary reports containing recommendations to parent Committees, e.g. Senate.
16	Drafting documents and correspondence for Chairs of Committees or others in respect of business arising from the Committee.
17	Project managing events associated with governance (e.g. awards and prizes presentations in liaison with other areas of the University).
18	Overseeing archiving Committee documentation and implementing University retention policies.
19	Drafting amendments to Committee terms of reference and membership
20	Ensuring web pages for specified committees are kept up-to-date.
21	Developing and maintaining external networks and internal relationships with relevant academic and professional services colleagues.
22	Acting as secretary to any other groups as required.
Compliance and Project Work	
23	Assisting the department with other Compliance and Project Work as required.
Other	
24	Maintaining the highest standards of professionalism at all times, being aware of potential conflicts of interest and promoting equality & diversity for students and staff.
25	Keeping up-to-date with relevant HE and governance developments relating to the role.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.</p>	

AP
July 2019

Person Specification

Criteria	Essential	Desirable
Qualifications		
A Degree or equivalent qualification or relevant professional experience.	√	
Experience/Knowledge		
Experience of advising and servicing committees.	√	
Experience of drafting reports.	√	
Experience of providing advice and guidance to senior and other staff.	√	
Experience of drafting accurate and concise minutes.	√	
An understanding of governance in the higher education context.		√
An understanding of Freedom of information legislation.		√
Experience of successfully managing projects.		√
Skills and Attributes		
Excellent interpersonal skills. Ability to establish and maintain credibility at all levels within the University.	√	
Well-developed verbal, presentation and written communication skills.	√	
Excellent analytical and report-writing skills.	√	
Highly organised, reliable, resilient and able to work under pressure to meet committee deadlines.	√	
Capacity to absorb and explain complex information.	√	
Demonstrated commitment to equality, diversity, dignity and respect of all students and staff.	√	
Excellent IT skills, including use of Microsoft Office packages.	√	
Commitment to confidentiality.	√	
Ability to work effectively as part of a team.	√	
Excellent attention to detail.	√	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.