



UNIVERSITY OF
BATH

Deputy University Secretary

Candidate Pack



Candidate Pack - Spring/Summer 2025

Welcome

I am delighted to offer this exciting opportunity to join the University of Bath as Deputy University Secretary. This is a fantastic opportunity for the right candidate to join an institution with bold ambitions for the future and an unashamed drive for excellence. We are looking for an individual with the vision and enthusiasm to bring together a range of currently disparate functions into a cohesive and coherent team – and in so doing creating effective frameworks for governance, compliance, risk, organisational resilience and business continuity that will help to underpin the success of the University of Bath for many years to come.

About the University of Bath

The University of Bath is at a pivotal moment in its evolution. As we approach our 60th anniversary in 2026, we are reimagining our governance frameworks to align with ambitious institutional goals, including enhancing our global impact, driving sustainability initiatives and increasing our research excellence.

We're Building for the Future

This role arrives at a time of significant opportunity. Recent sector-wide challenges—such as evolving regulatory demands, heightened focus on data security/governance and the need for institutional resilience and compliance—have underscored the importance of robust governance and effective organisation. The Deputy University Secretary will lead the integration of disparate functions into a cohesive team, ensuring the University not only meets compliance standards but pioneers best practice in higher education governance.



Ian Blenkharn
University Secretary &
Registrar

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**Ranked in the
Top 150**

universities in the world in
the QS World University
Rankings 2025



Ranked 8th

in the UK in The Times and
The Sunday Times Good
University Guide 2025



Top 5

for graduate or career
prospects in three major
national league tables



**Awarded
Triple Gold**

in the Teaching Excellence
Framework (TEF) 2023



Ranked 7th

in the UK in the Guardian
University Guide 2025



Ranked 8th

in the Complete University
Guide 2025



Deputy University Secretary

The Deputy University Secretary role is responsible for providing clear leadership and strategic direction for the work of the Governance, Compliance and Risk teams to ensure high quality governance support to the University as a whole, and more specifically Council, Senate and UEB and their sub-committees.

The role holder will be required to provide high quality, specialist advice on a wide range of sector developments, including legal and regulatory matters related to data protection, information governance, risk management, organisational resilience and business continuity. They will also use their knowledge and expertise to analyse the likely impact on the University of these developments, ensuring that appropriate policies and frameworks are in place to safeguard institutional compliance and resilience.

The role will require excellent judgment and diplomacy skills in working with the full range of senior University stakeholders. It also involves leading on the development and implementation of risk management strategies, ensuring that key risks relating to business continuity, governance, organisational resilience and regulatory compliance are identified, assessed and mitigated effectively.

What Success Looks Like

Within your first 12-18 months, success will be measured by tangible outcomes that strengthen governance, risk management, compliance, organisational resilience and business continuity, and align with the University's strategic ambitions:

- **Delivered:** A redesigned governance framework approved by Council, featuring streamlined committee structures, clearer delegation protocols, and digital tools that reduce administrative burden
- **Achieved:** A new Compliance framework that maps the evolving needs of the institution to comply with a host of statutory and regulatory bodies, including critical work around data governance and security
- **Built:** A high-performing, integrated Governance, Compliance, Risk and Business Continuity team, with staff reflecting improved morale, collaboration, and professional development opportunities
- **Launched:** A university-wide risk management framework that aligns with the new governance structures to ensure clear accountability for risk management and mitigation
- **Strengthened:** Robust business continuity plans tested and refined through simulations, ensuring minimal disruption during incidents such as cyberattacks or public health emergencies
- **Enhanced:** Stronger relationships with academic leaders and colleagues across the institution to support the promotion of good governance, compliance, risk management, organisational resilience and business continuity

Why This Role Is Exciting

This role offers a rare opportunity to lead transformative change at a critical juncture in the University's history. As Deputy University Secretary, you will:

Shape the Future of Governance

Redefine how governance operates in a world-class institution. You will dismantle legacy processes, replacing them with agile frameworks that balance compliance with creativity. Imagine designing a governance model that not only meets today's regulatory demands but anticipates tomorrow's challenges—from AI ethics to global partnerships.

Champion Institutional Resilience

Lead initiatives that fortify the University against emerging risks, whether cyber threats, geopolitical shifts, or evolving sector regulations. Your work will ensure the University remains a beacon of stability and innovation, even in uncertain times.

Drive Cross-Disciplinary Collaboration

Forge stronger connections between governance teams and academic units like the Doctoral College, CLT (Centre for Learning and Teaching), and the International Relations Office. Your role will break down silos, enabling governance to act as an enabler—not a barrier—to groundbreaking research and global engagement.

Pioneer Digital Transformation

Introduce cutting-edge tools to streamline governance. Imagine leading a team that uses predictive analytics to identify risks before they materialise, setting new standards for the sector.

Influence at the Highest Level

Engage with the Vice-Chancellor, Chair of Council and external stakeholders (e.g., Office for Students, UKRI) to advocate for policies that protect academic freedom while enhancing accountability. Your voice will shape decisions impacting 20,000 students, 3,000 staff, and a £400 million annual turnover. You will also regularly deputise for the University Secretary and Registrar.

Key Responsibilities

Strategic Leadership and Innovation

- Spearhead the modernisation of governance frameworks, including the introduction of dynamic delegation models and digital tools to enhance decision-making efficiency
- Advise Council, Senate and the University Executive Board (UEB) on complex legal, regulatory and ethical matters, ensuring alignment with UK charity law, the Office for Students (OfS) requirements and data protection and consumer rights legislation
- Lead the development of a university-wide risk management strategy, integrating predictive analytics to anticipate and mitigate emerging challenges
- Develop rigorous business continuity and organisational resilience plans for the University to ensure resilience in the face of rising dangers from external threats such as cyber attacks

Governance Transformation

- Redesign governance processes and deliver a new framework to support the University's 2021-2026 Strategy and beyond, fostering closer collaboration between academic and professional services teams
- Partner with the Deputy Vice-Chancellor (DVC) to embed a culture of accountability and transparency, ensuring governance structures enable—rather than inhibit—innovation

Operational Excellence

- Oversee the delivery of high-stakes governance activities, including Council meetings and crisis management planning
- Direct the Governance, Compliance, Risk and Business Continuity teams, driving performance through mentoring, resource optimisation and the adoption of cutting-edge systems

Cross-Institutional Collaboration

- Act as a trusted deputy to the University Secretary, representing the Office in high-level forums and leading cross-functional projects with stakeholders such as the Doctoral College, Academic Registry and International Relations Office
- Champion the University's commitment to equity and inclusion by embedding these principles into governance policies and practices

Person Spec

Experience

- Extensive senior leadership experience in governance, risk and compliance, preferably within higher education, the public sector or a similarly regulated environment
- Demonstrated success in managing complex compliance frameworks (e.g., UK GDPR, FOI, Data Protection Act 2018) and advising on legal/regulatory risks

Skills

- Proven ability to lead organisational change, with a track record of redesigning governance structures and/or risk/business continuity frameworks to improve efficiency and stakeholder engagement
- Exceptional analytical skills, with experience using data-driven insights to inform strategic decisions
- Outstanding communication and diplomacy, capable of navigating sensitive issues with senior leaders, including the Vice-Chancellor and Council members

Attributes

- A visionary leader passionate about institutional transformation and the role of governance in enabling academic and operational excellence
- Resilient and adaptable, with the political acumen to balance competing priorities in a fast-paced environment

Staff Management Responsibility

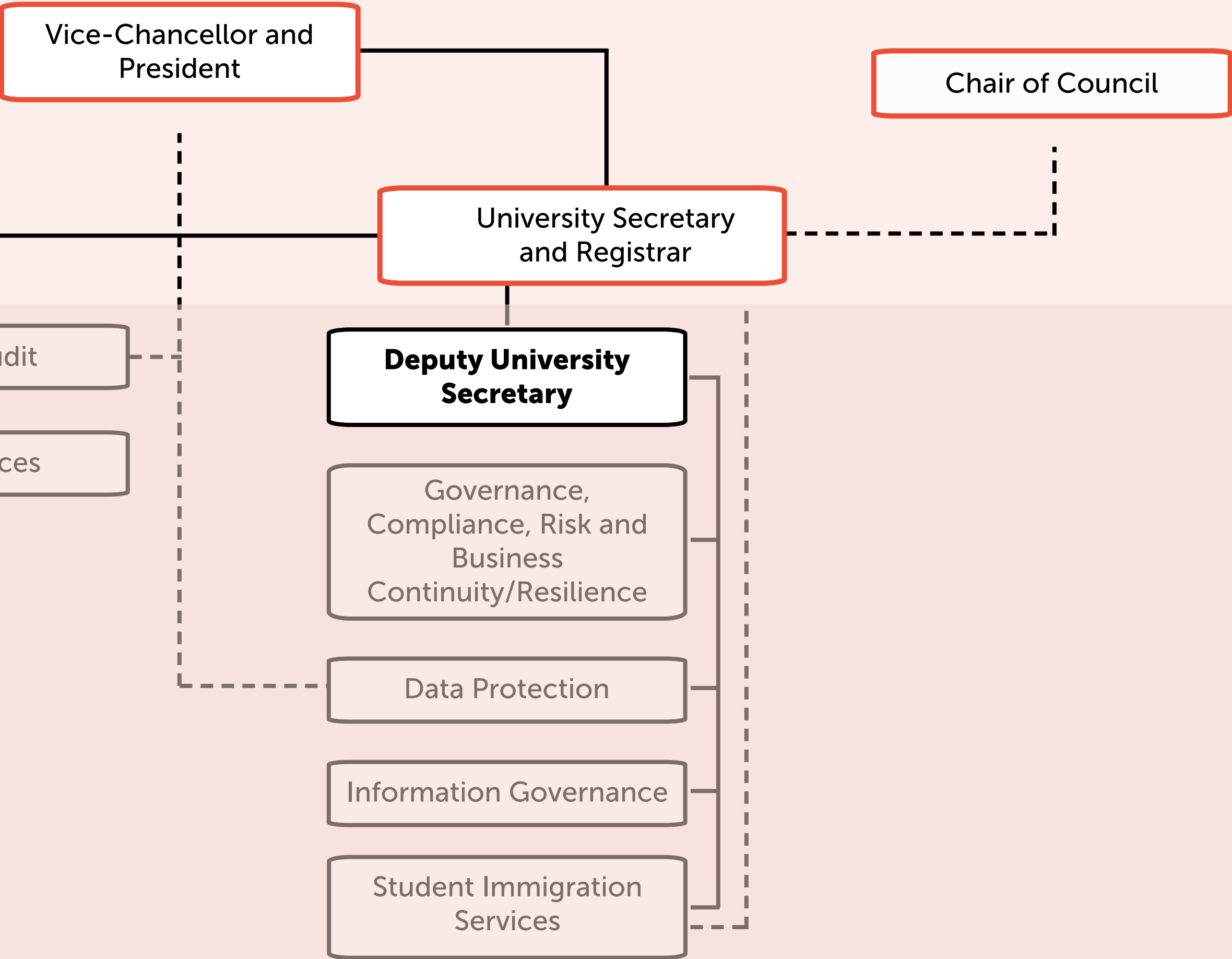
- The role holder will be responsible for staff working in Governance, Data Protection, Data Governance, Organisational Resilience and Business Continuity, Risk and Compliance
- The post-holder will be expected to implement and work within the University's Policies and Guidelines

Professional Development

In addition to University provided training and development, you will undertake sufficient personal and professional development as required, ensuring skills and knowledge are up to date so that the role is performed to the required level.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. Some occasional travelling may be required, for example to user groups or conferences. The post-holder will be expected to implement and work within the University's Policies and Guidelines.

Org Chart



Life in Bath

Bath is a city that seamlessly blends history, culture, and modern living. Known for its stunning Georgian architecture and Roman-built baths, this UNESCO World Heritage Site offers a unique living experience.

Lifestyle and Amenities

Living in Bath means enjoying a vibrant cultural scene, with numerous museums, galleries, and theatres. The city is also famous for its festivals, including the Bath Literature Festival and the Bath International Music Festival. For those who enjoy the outdoors, the surrounding countryside provides beautiful landscapes for walking, cycling, and other recreational activities.

Transport and Connectivity

Bath is well-connected by public transport, with regular train services to London, Bristol, and other major cities. The city's compact size makes it easy to get around on foot or by bike. Additionally, Bath's strategic location offers convenient access to major business hubs, making it an ideal place for professionals who travel frequently.

Family and Wellbeing

Bath boasts excellent facilities for maintaining a healthy and balanced lifestyle. The city is home to numerous parks, spas, and wellness centres, providing ample opportunities for relaxation and recreation. For families, Bath offers a safe and nurturing environment with top-rated schools, family-friendly activities, and a strong sense of community.



Your Application



- **Application Closing Date - 30th June 2025**
We welcome any enquiries about the application process and are happy to arrange informal conversations throughout the recruitment process to discuss the role or University.
- **Candidate Shortlisting & Interview Invitations - W/C 7th July 2025**
Shortlisted candidates will be informed promptly. We encourage questions at this stage to ensure a transparent and supportive process.
- **Interview Arrangements Confirmed**
All interview details will be confirmed and communicated clearly. We're here to help with any questions to ensure you feel prepared.
- **Campus Interview - W/C 14th July 2025**
The interview consists of two parts: a standard interview and a presentation. We aim to create a welcoming environment for you to showcase your experience.
- **Interview Outcomes Communicated - ~21st July 2025**
We are committed to informing all candidates of the interview outcome by this date. For those who would like more detailed feedback on their interview performance, we are happy to arrange a follow-up conversation upon request.
- **Verbal Offer - 23rd July 2025**
We encourage open discussion about the offer specifics, role and next steps to ensure you have all the information needed.
- **Written Offer - 30th July 2025**
We encourage you to review the formal offer carefully and reach out with any questions to ensure your complete understanding.
- **Offer Acceptance and Onboarding**
Following acceptance, we remain committed to ongoing support and open dialogue as you transition into your new role.
- **Continued Support**
Our support extends beyond recruitment. We foster open communication and offer guidance as you integrate into our team and University culture.

These dates are proposed and may be subject to change if unforeseen circumstances occur.



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Apply now

Scan QR apply or visit.

<https://www.bath.ac.uk/jobs/AS12770>



We look forward to receiving your application.

We consider ourselves to be a university where difference is celebrated, respected and encouraged. We have an excellent international reputation with staff from over 60 different nations and have made a positive commitment towards gender equality and intersectionality receiving a [Silver Athena SWAN award](#). We truly believe that diversity of experience, perspectives, and backgrounds will lead to a better environment for our employees and students, so we encourage applications from all genders, backgrounds, and communities, particularly from under-represented groups, and value the positive impact that will have on the university. We are very proud to be an [autism friendly](#) university and are an accredited Disability Confident Leader; committed to building [disability confidence](#) and supporting disabled staff.