

## Job Description

<b>Job title:</b>	Administrative Officer, Secretariat
<b>Grade :</b>	8
<b>Hours / FTE:</b>	21.9 hours (0.6FTE)
<b>Department:</b>	Office of the University Secretary (OUS)
<b>Responsible to:</b>	Head of Secretariat
<b>Location:</b>	University of Bath, Claverton Down campus or any other location operated by the University of Bath

### Job purpose

To perform a key role in the governance of the University. The postholder will take responsibility for a portfolio of committees and will have the opportunity to undertake project work.

### Main duties and responsibilities

1. To service meetings of the University's Committees, Working Parties and Steering Groups etc. as required. This includes the following duties:
  - preparing and distributing agenda and papers. This involves preparing the draft agenda for discussion with and approval by the Chair, drafting papers for submission to the Committee, liaison with other sections of the University regarding the submission of their papers, finalisation of the agenda and papers and liaison with the Office of the University Secretary Administrative Support Team/Print Unit regarding production and distribution of the papers in accordance with set deadlines;
  - preparing and circulating documents for comment (e.g. consultation papers, draft reports), collating responses and preparing the final documentation for submission to Committee;
  - analysing documents (e.g. survey responses) and presenting analysis of data to Committee;
  - preparing Chair's Briefing Papers (including the provision of background information) and briefing the Chair in advance of the meeting;
  - presenting agenda items to and advising meetings of Committees on procedure etc. where appropriate;
  - compiling meeting summaries in accordance with set deadlines;
  - publishing meeting summaries and disseminating key decisions affecting the wider community via the web;
  - writing minutes in accordance with set deadlines for approval by the Chair prior to circulation and subsequent web publication following their confirmation by the Committee;
  - co-ordinating and monitoring follow-up actions arising from meetings;
  - preparing documents and summary reports containing recommendations to parent Committees, eg Senate;
  - familiarisation with Charter and Statutes, Ordinances, Standing Orders, Regulations etc;
  - familiarisation with Company Memorandum and Articles and Trust Governing Documentation;
  - drafting documents and correspondence for Chairs of Committees or others in respect of business arising from the Committee;
  - advising members of the Committee and other external/internal contacts about the business of the Committee;
  - arranging ad-hoc meetings of Committees and working groups as required;
  - arranging events on behalf of the Committee (e.g. awards and prizes presentations);
  - managing membership information and database records (where applicable), circulation lists, web pages etc;

**Main duties and responsibilities**

- archiving Committee documentation;
  - drafting amendments to Committee terms of reference and membership;
  - identifying business for consideration by the Committee and determining the route of business through the University's Governance Structure;
  - maintaining awareness of higher education developments and familiarisation with the University.
2. To assist with preparation of the Annual Calendar of Meetings for Statutory Bodies and Principal Committees.
  3. To undertake project work for the University Secretary as required (e.g. reviews of policy/procedures).

You will from time to time be required to undertake any other duties of a commensurate level as reasonably required by your line manager. (Please note: This job description is not, and is not intended to be, a comprehensive description of all the duties involved.)

**General responsibilities****Policies & Procedures:**

The postholder is required to familiarise themselves with all University policies and procedures and to comply with these at all times.

**Confidentiality & Data Protection:**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act (1998) at all times. The postholder must comply with all University Information and Data Protection policies at all times.

**No Smoking:**

The University of Bath has a clear policy of no smoking in all buildings and areas that it controls. All University staff are not permitted to smoke in any area other than the specifically designated outside smoking areas.

**Health & Safety:**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for students, visitors and staff.

**Flexibility:**

This job description is intended to provide a broad outline of the main responsibilities only. The postholder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their grading and expertise.

### Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
<b>Qualifications &amp; Training</b>					
Degree or able to demonstrate equivalent qualities by training and appropriate/relevant experience.	✓		✓		
Professional Qualification (e.g. ICSA)		✓	✓		
<b>Knowledge &amp; Experience</b>					
Significant experience of servicing formal meetings.	✓		✓	✓	
Experience of servicing formal meetings within higher education, local government or equivalent public sector.		✓	✓	✓	
Experience of servicing disciplinary, grievance or appeal hearings.		✓	✓	✓	
Experience of presenting agenda items at meetings and providing advice at meetings on procedural matters etc.		✓	✓	✓	
Experience of dealing with confidential matters	✓		✓	✓	
Experience of interpretation of and advising on governance documents (e.g. Charter, Statutes, Ordinances, Standing Orders, Membership and Terms of Reference).	✓		✓	✓	
<b>Skills</b>					
Excellent communication skills, both oral and written. Experience of team working and evidence of ability to work with people at all levels both inside and outside of the University, including the Vice-Chancellor and her senior colleagues, members of academic and non-academic staff, lay members and external stakeholders.	✓		✓	✓	✓
Proven IT skills. Evidence of use of and proficiency in MS Windows, Word, Outlook, and the Internet.	✓		✓	✓	✓

Criteria	Essential	Desirable	Assessed by		
			A/F	I	T
Project management skills, including the timely delivery of projects	✓		✓	✓	
Evidence of ability to draft and finalise a wide range of documentation (e.g. agenda, reports, minutes, correspondence, presentation of analysed primary data, policy documents, responses to consultation papers etc).	✓		✓	✓	✓
Proven organisational skills (e.g. in relation to meetings, events, briefing sessions).	✓		✓	✓	
<b>Attributes</b>					
High standards of presentation, accuracy and attention to detail	✓		✓		✓
Evidence of political awareness and ability to act with discretion, tact and diplomacy	✓		✓	✓	
Able to plan, prioritise own workload and work on own initiative	✓		✓	✓	
Evidence of ability to remain calm and effective under pressure. Proven experience of meeting tight deadlines.	✓			✓	
Proactive, flexible and positive approach to work. Willingness to support colleagues and respond positively to peaks of workload.	✓			✓	
Understanding of higher education issues, particularly in relation to governance (e.g. Committee of University Chairs Governance Code of Practice).	✓			✓	

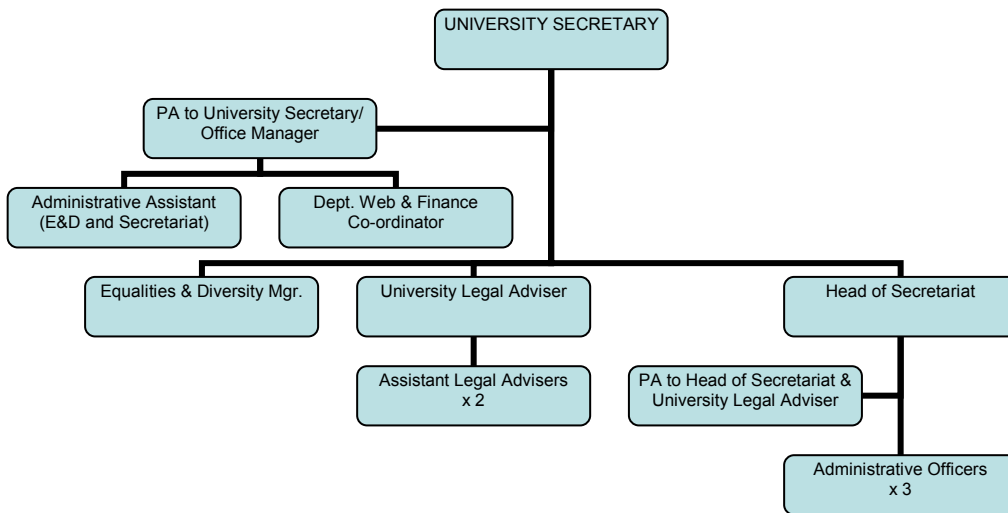
A/F – Application Form    I – Interview    T - Test



### Further Information

The Secretariat comprises the Head of Secretariat and three Administrative Officers (one full-time and two part-time). This vacancy is for one of the two part-time posts of Administrative Officer. Our overall aim is to provide high quality and responsive secretariat support for the governance of the University.

The Secretariat is part of the Office of the University Secretary:



Further information is available at: <http://www.bath.ac.uk/universitysecretary/>

Informal enquiries to Colette Milner, Head of Secretariat (01225 383075, [c.m.milner@bath.ac.uk](mailto:c.m.milner@bath.ac.uk)).