

Governance Officer

Department:	Governance and Legal Services
Grade/ Salary:	Grade 6, £39,297 - £42,473
Contract Type:	12 month FTC
Hours:	35 per week (Full / Part time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.



Department of Governance and Legal Services

The Secretariat team sits within the Governance and Legal Services Department which supports good governance for Goldsmiths and ensures compliance with its many statutory and regulatory responsibilities.

We are looking for a dynamic, experienced and keen Governance Officer to join our small friendly and busy team. This is a role that is required to work closely with Council members and the Executive Leadership Team to ensure that our most senior decision-making meetings operate to a high-standard, fulfil their statutory and regulatory duties and deliver on the Board's ambitions for improved and streamlined processes.

Dependent on agile working approaches, the current requirement is not for attendance in the office every day. This will be subject to the demands of the role. As a result, excellent IT literacy, an ability to work effectively utilising Office 365 is necessary as well as the ability to work on your own initiative.

Job description

Reporting to: Head of Secretariat

Reports: None

Summary:

The Secretariat team sits within the Governance and Legal Services Department which supports good governance for Goldsmiths and ensures compliance with its many statutory and regulatory responsibilities. We are looking for a dynamic, experienced and keen Governance Officer to join our small friendly and busy team. This is a role that is required to work closely with Council members and the Executive Leadership Team to ensure that our most senior decision-making meetings operate to a high-standard, fulfil their statutory and regulatory duties and deliver on the Board's ambitions for improved and streamlined processes. Dependent on agile working approaches, the current requirement is not for attendance in the office every day. This will be subject to the demands of the role. As a result, excellent IT literacy, an ability to

work effectively utilising Office 365 is necessary as well as the ability to work on your own initiative.

Main duties:

- Supporting delivery of Council and its Committees statutory responsibilities and strategic ambitions through proactive and effective management of work programmes and committee administration within set schedules.
- Effective working with Committee Chairs to deliver high quality corporate governance and an effective support and trouble-shooting function.
- Developing and maintaining the team's information systems, creating a repository of auditable information and data relating to information received by Council and its Committees as well as decisions made by those bodies.
- Production of termly newsletters for Council members.
- Assist with training for Council and Committee members.
- Organisation and administration of regular seminars and site visits for Council members on a rolling basis, ensuring even coverage across academic departments.
- Management of a policies schedule.
- Maintenance of the governance pages on the College website and intranet.
- Maintenance of registers such as conflict of interest, gifts and hospitality, attendance and others as required.
- Maintenance of distribution lists.
- Assisting in Council and committee recruitment processes.
- Management of a governance in-box.
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form

I = Interview

T = Test

C = Certificate

R = Reference

P = Presentation

	Category
Essential Criteria 1 – Qualifications	
Degree or relevant experience	A, C, I
Essential Criteria 2 – Experience	
Experience of servicing committees at all levels (including agenda setting, paper calls, paper production, pack collation, minute-taking, work plans, management of action trackers, writing reports and supporting committee chairs accordingly).	A, T, I
Essential Criteria 3 – Knowledge	
Demonstrable experience of managing and maintaining office information systems, complying with retention schedules.	
Desirable Criteria 3 - Knowledge	
Knowledge of Board portals.	

Essential Criteria 4 - Skills	
Excellent written and oral communication skills and the ability to write clear records and minutes from meetings, preparation of high-quality written reports with a clear written style to a standard appropriate to Council-level.	
Exceptional time management skills, including the ability to manage a number of competing priorities.	
The ability to work on own initiative and as part of a team.	
Desirable Criteria 4 - Skills	
Attention to detail and the ability to contribute to a high standard of work across the Secretariat function.	
Analytical and judgement skills, working with complex facts or situations requiring analysis, interpretation and comparison.	
Strong technical skills including the ability to format reports in word and produce agenda packs using adobe acrobat.	

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.

December 24

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.