



St George's School of Health and Medical Sciences

City St George's, University of London

Governance, Legal and Assurance Services

Senior Governance Officer

Ref: 978-24-R

JOB DESCRIPTION

Post Title	Senior Governance Officer
Grade	6
Contract type	Permanent
Responsible to	Head of Governance
Accountable to	Director of Governance, Legal and Assurance Services
Responsible for	N/A
Liases with	Wider GLAS team Senior Leadership Team, Senior academic and professional services colleagues Council and Committee Members

Overall purpose of job

The Senior Governance Officer is a key role within the Governance, Legal and Assurance Services (GLAS) Directorate, working closely with the senior leadership team, executives and non-executives. The post-holder is directly responsible for supporting the full range of activities managed by (GLAS).

The post holder will be highly organised, with the ability to manage a range of tasks which are often conflicting in importance and priority. They will also be extremely professional, motivated and dynamic and have outstanding communication skills along with the ability to liaise effectively with internal and external stakeholders of a range of seniorities.



Main Duties and Responsibilities

Committee Management

- Support the Head of Governance with the administration and management of all senior level committees.
- Business manage a portfolio of senior level boards and committees working with senior staff to co-ordinate the timely preparation of papers and the completion of actions, drafting clear and concise minutes.
- Provide specialist advice to the committee chairs and members on governance and regulatory matters.
- Collate papers and agenda items for the committees, in liaison with the Chair, and circulate as required. Proofread and edit papers as appropriate, ensuring they meet agreed standards, prior to circulation.
- Support the preparation and writing of Committee papers and reports as required by researching information, liaising with stakeholders and preparing first and subsequent drafts.
- Prepare comprehensive written Chair's briefs prior to the meeting and arrange and attend briefing meetings as required.
- Provide timely and accurate minutes of the meetings.
- Proactively co-ordinate and monitor actions resulting from the meetings.
- Manage the annual Committee schedule ensuring that Committee meetings are arranged in good time to ensure maximum attendance.
- Maintain and update comprehensive schedules of business for the committees supported.
- Maintain centralised governance records on the website and shared drives with strict version control, ensuring that all information is accurate, relevant and up to date.
- Write and update Standard Operating Procedures for Committee portfolio.

Governance

- Maintain the governance webpages, including managing the publication of committee papers and other governance documents.
- Maintain the register of policies, working proactively to co-ordinate policy reviews and to ensure that the register remains up-to-date.
- Provide advice and guidance to colleagues on governance matters and policies as required.

Risk Management

- Support the School's risk management framework, ensuring that it is regularly reviewed and operates in accordance with sector best practice.
- Work with senior staff to regularly update the School's Risk Register and local risk registers.
- Co-ordinate the effective operation of the Risk Management Policy within the School.
- Support School staff with risk management to include delivering induction training on risk management.
- Maintain the School's risk management webpages.

Support for the Director of GLAS

- Provide high quality executive and administrative support for the Director of GLAS, assisting with diary management and other operational matters.
- Support the Director of GLAS with budget management including becoming proficient in use of the finance system, raising purchase orders, receipting and checking



invoices, following up payment queries.

- Assist or lead in the development and delivery of ad hoc projects within the Directorate.

GLAS Team

- Deputise for the Head of Governance as necessary and in their absence.
- Support the process for responding to requests received under the Freedom of Information (FOI) Act, co-ordinating responses with colleagues as necessary
- Support and cover responsibilities of GLAS team members as required.
- Be an active member of relevant committees, representing GLAS as appropriate and contribute to the wider university by participating in cross departmental initiatives.
- Champion and deliver a culture of excellent customer service and a high performance culture.
- Contribute to a culture of continuous improvement, consistency, innovation and change initiatives.
- Undertake other duties within the scope of the role, as requested by the Head of Governance or Director of GLAS.

Sector Knowledge

- Maintain a good knowledge and understanding of the Higher Education and Medical and Health Education sectors.
- Maintain a good knowledge and understanding of best practice in relation to governance and risk management.
- Attend training and sector events as appropriate.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

Special Factors

Occasional need to work outside core office hours.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Educated to degree level or equivalent	E	AF
	Evidence of Continuing Professional Development (CPD)	E	AF/INT
Experience	Good knowledge of how committees operate and experience of servicing and business-managing a committee, including drafting concise, accurate, committee minutes and following up on actions in a timely manner.	E	SS1 INT
	Proven ability to write professional, clear and concise material including committee/ meeting papers, policies, procedures, reports and presentations.	E	SS2 , INT
	Previous experience working in higher education governance.	E	SS3 INT
	Experience of working in accordance with regulations, policies and procedures, and the implications of non-compliance.	E	SS4 , INT
	Experience of responding to requests made under the Freedom of Information Act.	D	AF, INT
	Experience of web editing and drafting web pages.	D	AF, INT
Knowledge/ Skills	Excellent oral and written communication skills.	E	AF, INT
	Excellent organisational skills, interpersonal and influencing skills, with the ability to engage effectively with internal and external colleagues and stakeholders at the most senior level to manage multiple projects and priorities.	E	SS5 , INT, ST
	Competent use of Microsoft Office tools, specifically Word, Outlook and Excel.	E	AF, INT



	Knowledge of the Freedom of Information Act.	D	AF, INT
	Knowledge of best practice in risk management.	D	AF, INT
Personal Attributes	Professional at all times	E	INT
	Completely reliable and dependable	E	AF, INT
	Flexible and able to work with an adapt to rapidly changing priorities	E	AF, INT
	Discrete and confidential in dealing with highly sensitive matters	E	AF, INT
	Diligent, conscientious and committed to delivering high quality outputs	E	AF, INT
	Ability to work under pressure and to deadlines	E	AF, INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	AF, INT
	Willingness to learn and undertake further training as required	E	AF, INT
	Positive and pro-active approach to work	E	AF, INT

Key:

AF=Application Form, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

Updated January 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £42,632 pa, (pro-rated for part-time staff). The salary range for **Grade 6** is £42,632 – £49,250 and appointment is usually made at the minimum point.

Hours: 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: Dr Maxine Esser, Head of Governance, messer@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **05 February 2025**

Interview date w/c 10 February 2025. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **978-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

