

Person Specification

Experience / qualifications

Essential

- Educated to degree level or equivalent experience.
- Significant experience of managing committees' in higher education or a similar environment.
- Extensive knowledge of governance, compliance, and assurance within the education sector.
- Substantial knowledge of developments in governance, legal and compliance environments, ideally in the Higher Education sector.
- Demonstrate a record of managing engagement with internal and external stakeholders in higher education or a similar environment.
- Experience of building and managing teams.
- Excellent knowledge of the broad external context in which universities operate.
- Evidence of relevant and applicable CPD.

Desirable

- Postgraduate qualification.
- Relevant professional qualification (e.g. Chartered Governance Institute).
- Experience of working in Higher Education.
- Experience of working in a small, specialist Higher Education institution.

Skills and attributes

- Outstanding written communication skills, including the ability to write clear advisory reports and take and write concise, action-focussed minutes.
- Excellent interpersonal skills with the ability to forge effective working relationships at all levels across an organisation, both internally and externally.
- Excellent attention to detail.
- The ability to work independently and be responsible for taking decisions.
- Ability to influence and effect change across a complex organization.
- Ability to develop and implement institutional policy.
- Excellent judgement, personal integrity and a strong commitment to enhancing service provision.
- A role model for the GSA values and ethical leadership behaviours that underpin the vision and Strategic Plan.
- Ability to manage performance and support development through setting clear direction and expectations and empowering staff to achieve them.

Terms and Conditions

Contract

Permanent

Probationary Period

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.

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| Salary | Grade 8 (£56,021 - £64,914) per annum |
| Hours | 35 hours per week (1.0 FTE) |
| Holidays | 35 days plus 11 statutory holidays per annum |
| Pension | Option to join the Local Government Superannuation Scheme |
| Notice Period | 3 months |