



OPPORTUNITY

Where change
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Reference: 0610-25

Grade: 9

Salary: £46,735 to £55,755, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Reporting to the Executive Director (Governance and Legal) and University Secretary the post-holder will be responsible for the delivery of an effective governance service across the portfolio of functions led by the Executive Director.

The post holder will act as Secretary for Council and Senate and key University Committees, including Finance and Infrastructure, Audit and Risk, Nomination and Governance and Remuneration Committee. The post holder will also support the administration of the University Policy framework and the arrangements for ensuring regulatory compliance with the Office for Students.

Main duties and Responsibilities

- ▶ To act as Secretary to key governance bodies ensuring the effective administration of meetings, including agenda planning and the administration of agendas and supporting papers.
- ▶ To act as Secretary to University subsidiary companies and to ensure compliance with any regulatory or statutory returns required by Companies House.
- ▶ To develop the work plans and lead, plan and organise the annual cycle of meetings for relevant bodies, ensuring harmonisation with Executive decision making.
- ▶ To draft reports for Council and Committees as required in relation to the functions of the role.
- ▶ To keep governance arrangements under review and ensure compliance with best practice including the CUC Code of Governance.
- ▶ To advise on succession planning for Council membership, maintaining and updating the skills matrix for Council and its Committees, and assisting with the recruitment of new members
- ▶ To assist with induction of new Council and Senate members and ensure that all members of key governance bodies understand their obligations.
- ▶ To support compliance with the University's regulatory obligations including ensuring that all regulatory returns are submitted in a timely and comprehensive manner, and that any Reportable Events are managed in accordance with regulatory guidance.
- ▶ To manage the University policy framework ensuring that all Policies and Procedures are approved in accordance with the agreed governance framework and that the Policy database is maintained and updated as necessary.
- ▶ To assist with data protection and freedom of information compliance, including ensuring that the University's statutory registers are up to date and the University's freedom of information publication scheme remains compliant.
- ▶ This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post may undertake other duties as reasonable required by the Executive Director (Governance and Legal) and University Secretary.
- ▶ The post holder will undertake other such activities as are consistent with the seniority of the post and may be required from time to time.

Person specification

	Essential	Method of assessment
Experience	<ul style="list-style-type: none"> ▶ Experience of managing governance processes. ▶ Experience of managing multiple competing deadlines. ▶ Experience of scheduling and planning meetings and events, and tracking follow up actions. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ An understanding of the key principles and concepts of governance. ▶ Strong written and verbal communication skills. ▶ Ability to work with senior leadership. ▶ Influencing and negotiating skills. ▶ Ability to work independently, but with an understanding of when issues need to be escalated. ▶ Ability to identify gaps or weaknesses in processes and to propose solutions. 	Application form and interview

	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▶ Experience of managing data protection and freedom of information compliance. ▶ Experience of company secretarial processes. 	Application form and interview

How to apply

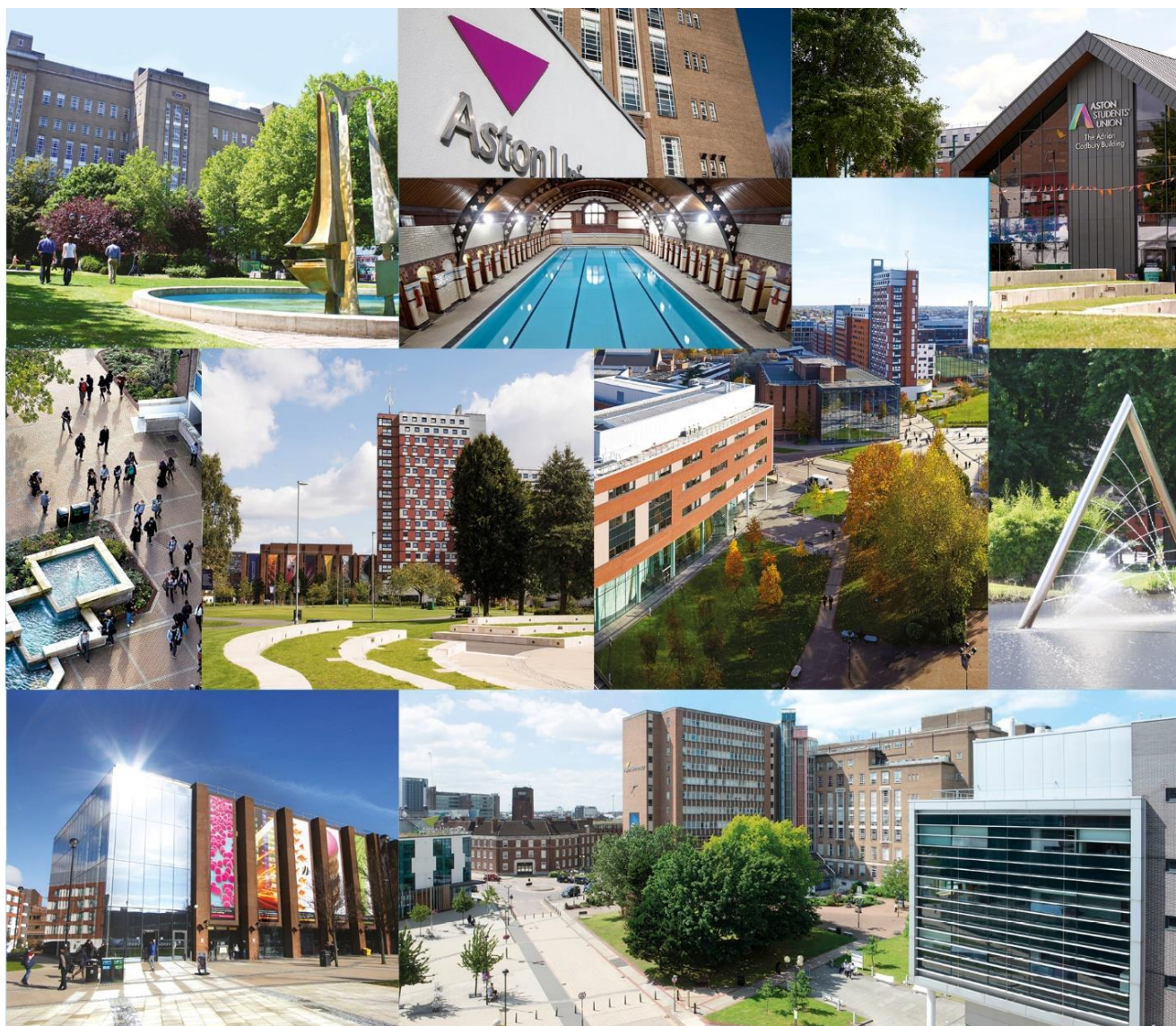
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Samantha Burns

Job Title: Director of Legal Services

Email: s.burns2@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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