



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Governance Officer

Department/Division: Secretary's Office

Accountable to: Head of Governance Services

Competency	Criteria	E/D
Knowledge, experience and qualifications	Experience of planning events, organising and servicing committees, preferably in a Higher Education Institution	E
	Extensive experience of interpreting and applying regulations, rules, or similar.	E
	Experience of working in a complex organisation with multiple stakeholders and agendas	E
	Evidence of organisational ability and planning skills	E
	Excellent IT skills across the range of Microsoft Office applications	E
	Experience of maintaining and developing web-based information	D
	Knowledge of board management software/board portals and board management software	D
Skills and Attributes	Excellent written and verbal communication skills	E
	Ability to build and maintain large networks of contacts within the School in support of the work of Council and key senior committees. Requires frequent co-ordination of inputs from relevant experts around the School.	E
	Ability to influence and negotiate with and between senior people	E



	Methodical with excellent attention to detail	E
	Ability to work independently and as part of a team	E
	Using own initiative, ability to solve problems	E
	Proven judgement, for example, on suitability of proposals for committee agendas	E
	Project or change management experience	D
Teamwork, liaison and networking	Ability to work effectively as part of a team in a service-orientated environment	E
	Ability to work constructively and collaboratively with variety of internal and external contacts	E
	Flexibility and willing to undertake tasks as required by the School Secretary and the Directorate	D
Initiative and Problem Solving	Ability to resolve problems as they arise judging when a matter needs to be escalated to senior members of staff	E
	Ability to use initiative when an immediate solution is not apparent	E
Planning and Organisation	Able to plan and prioritise own workload working within strict deadlines ensuring attention to detail at all times	E
	Experience of planning events and meetings at short and long notice to deliver an annual calendar for the School	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.