



## Job Description

This job description summarises the purpose and responsibilities of the role; it is not a definitive list of all the tasks that may be necessary and required to be undertaken in order to achieve this purpose and responsibilities. The purpose and responsibilities of the role can be varied from time to time at the discretion of the School, in consultation with the role holder.

**Job title:** Governance Officer

**Department / Division:** Secretary's Office

**Accountable to:** Head of Governance Services

### Job summary:

The Governance Team sit within the Secretary's Office of the School. They are responsible for supporting and overseeing the work of the LSE Council (the School's governing body), the Academic Board and key committees, as well as maintaining statutory registers and constitutional documents. The School Secretary is seeking to appoint an experienced HE administrator, with detailed knowledge of governance processes, whose primary focus will be to provide support to the individual members of Council and organise the annual schedule of governance activities including the calendar for Council and School committees.

The post holder should have excellent communication skills and be able to manage effectively relationships within the immediate team, the wider Office and the School, as well as be able to create and maintain excellent relationships with the Chair of Council and the other members of Council.

### Duties and Responsibilities:

#### Committee Management

The postholder will be required to:

- a) co-ordinate and deliver a service that enables the Council and its Committees to exercise its responsibilities effectively;
- b) Produce agendas for agreement in advance with the Chair of Council and provide a written brief in advance of each meeting to aid the Chair in effectively managing the business of the meeting;
- c) Provide committee Chairs with authoritative guidance about their responsibilities under the Articles of Association and any regulations to which the work of the committee may be subject, including legislation and financial regulations;
- d) Alert the Chair immediately in the event that any proposed action would exceed the powers delegated to the committee or be contrary to legislation or the guidance provided by the Office for Students;
- e) Advise the Chair in respect of any matters where conflict, potential or real, may occur in order that these can be managed appropriately;



- f) Preparing timely and accurate reports for Council and its committee meetings, producing timely and accurate minutes and action plans following committee meetings;
- g) Advising others on how reports should be presented and what is – or is not – appropriate for the committee to be invited to consider or determine;
- h) Maintaining and updating the Secretary's Office's web pages, assisting the Head of Governance Services in producing the annual Governance Handbook and other publications requested by the School Secretary;
- i) Communicating the outcome of meetings to those with relevant interests;
- j) Monitoring the implementation of action plans between committee meetings.

### **Honorary Awards**

1. To oversee the honorary awards process, including maintaining regulations, calling for nominations, triaging submissions and liaising with staff and other stakeholders to ensure the quality of submissions and that nominators are kept informed of progress;
2. To ensure the honorary awards process is reviewed regularly, including devising benchmarking methodologies to compare against peer institutions and to present this research to the Nominations Committee or senior leaders;
3. To ensure due diligence checks are completed and passed, analysing potential risk associated with award;
4. To present nominations to the appropriate committees, writing report and attending committees as required.
5. To action honorary awards decisions, seeking external references, often from influential individuals holding high office, and drafting offer letters as appropriate.
6. To organise and facilitate Honorary Graduates and Honorary Fellows attendance at Graduation Ceremonies.

Committee meetings may take place outside of regular office hours, to facilitate attendance by independent ('lay') members who have external commitments. Dates and times of meetings are set well in advance to give Committee Secretaries, Chairs and Members time to make such arrangements as may be necessary to facilitate their attendance.

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code.



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It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.