University of Edinburgh

Job Description

1. Job Details
   Job title: Joint Head of SASG Management Support Team
   School/Support Department: Policy and Planning
   Line manager: Academic Registrar/University Secretary

2. Job Purpose
   1. To provide a high quality professional service to the University Court and its major committees.
   2. To engage with the University law agent on governance and corporate legal issues and to advise and support other interactions between the University and its law agents
   3. To provide comprehensive professional support to the University Secretary as Head of the Student and Academic Services Group and on governance matters.
   4. To jointly manage the SASG Management Support Team in delivering management services and advice to the Head of the Support Group, Academic Registrar and Heads of Departments.

3. Main Responsibilities

   1. As De-facto Secretary to the University Court, Secretary to Finance and General Purposes, Audit, Nominations and Benefactors Committees providing comprehensive professional advice and support in accordance with good governance practice to ensure the effective and efficient conduct of business, producing minutes, agendas, papers and briefing information and undertaking follow up actions, thereby contributing to effective University governance.  
      Approx. % of time 30%

   2. As Support Group Officer, providing oversight of planning and budgeting in the support group, monitoring expenditure, approving the filling of posts up to agreed gradings, supporting meetings of the senior Support Group managers, all in close support of the University Secretary in efficient and effective management of the Support Group.  
      Approx. % of time 25%

   3. Jointly manage the SASG Management Support Team to ensure that high quality management services and advice are delivered to the Head of the Support Group, Academic Registrar and individual Heads of Departments particularly in regard to budgeting and financial matters, staff appointments and some estates matters.  
      Approx. % of time 10%

   4. Engaging with the University’s law agents on legal matters affecting the University corporately, and providing guidance and advice to colleagues across the University on legal matters which do not fall within a specialist area. Such matters can be of considerable reputational and financial significance to the University.  
      Approx. % of time 10%

   5. Manage projects in support of the University Secretary – e.g. project management of the Rectorial Elections, nominations for honours: these are of significant reputational importance to the University.  
      Approx. % of time 10%

   6. Provide professional advice and guidance on constitutional matters, producing Ordinances and Resolutions in accordance with legal requirements and maintaining the definitive volume of internal University legislation, all in support of effective governance which complies with statutory requirements.  
      Approx. % of time 5%
7. Represent the opinions of the Support Group and provide advice and information on the Support Group’s perspective on various University-wide groups including Space Management Committee, FOI Promoters Group, Small Capital schemes and various finance and HR groups charged with implementing new systems thereby promoting effective management of the Support Group and the University.

8. Provide support for University events and functions, ensuring smooth running and dealing with any difficulties thereby benefiting the University’s reputation and its relationships with external people of influence and importance.

4. Planning and Organising
   - Yearly, monthly and weekly organise meetings of Court and its committees ensuring that all arrangements are in place to facilitate the smooth running of these corporate bodies and to promote good governance.
   - Monthly planning and organising of meetings of the Heads of the Support Group, preparing material to ensure dissemination of information at strategic and operational level across the Support Group to aid the decision making processes and ensure appropriate advice is provided to the Head of the Support Group.
   - Plan on a monthly basis the submission of internal legislation and thereafter comply with the consultation and other statutory requirements to ensure that internal legislation is properly in place.
   - Yearly planning the co-ordination of submissions and organising and attending panel/group meetings for the Support Group’s annual clerical review, small capital projects, MIS projects and computer and non-computer equipment bids.
   - Yearly and on an on-going basis collate, compile and maintain accurate and up to date records of Support Group budgets and commitments, and advise Head of Support Group on issues arising.
   - On a monthly basis seeking information on current and outturn financial positions from Heads of Department and provide advise on the impact on the Support Group’s overall position to the Head of the Support Group including advising on actions required on financial allocations and actions taken in response to exceptional requests.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.
   - Project management of long to short/medium term projects, planning and organising complex events such as on a three yearly basis the Rectorial Election which involves managing a number of different activities involving various areas across the University to ensure that the reputation of the University is maintained.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.
   - Yearly and on an on-going basis consider the staffing profiles within the Support Group departments, assessing the impact on the overall Support Group’s financial position of proposed revisions to these profiles, providing advice and information to the Head of the Support Group and taking required actions.

5. Problem Solving
   - Constructing effective Committee/Group agendas to ensure the smooth flow of business and constructive and productive meetings.
   - Preparing succinct minutes from complex committee discussions, identifying actions arising from meetings and take appropriate actions.
   - Evaluating and controlling exceptional resource requests and recruitment/appointment proposals arising from within the Support Group.
   - Identifying requirements for internal legislation and based on this knowledge preparing Ordinances and Resolutions to ensure good governance.
   - Understanding complex and varying legal matters which arise in respect of corporate matters or from across the University, assessing their potential implications for the University and briefing, seeking and co-ordinating advice from the University’s law agents.
   - Analysing complex financial and HR information for senior managers, providing advice and guidance on solving problems within support group departments.
6. Decision Making
- Manage and recommend the inclusion and placement or otherwise of items on Court and Committee agendas to ensure the effectiveness of meetings, inform the University’s policy and decision making process and promote good governance.
- Control and authorise on behalf of the University Secretary, all aspects of the recruitment process within the Support Group, ensuring outturn within agreed budgets.
- Manage the treatment of exceptional financial matters within the Support Group within the context of the Group’s overall financial position and desired outturns.
- Assess the requirement to involve the University’s law agents in matters.
- Recommend the approval of bids for additional funding for various cyclical processes including equipment and small capital projects.
- Assess training needs for across the Support Group particularly in the areas of finance and HR and initiate events.
- Negotiating acceptable financial arrangements with the Finance department.

7. Key Contacts/Relationships
- In contact with staff at all levels across the University, as a result of participation at meetings and high profile corporate events, requesting information and providing advice, organising meetings and events, discussion on various strategic and operational matters and as part of managing projects.
- Closely working with the University Secretary in the provision of comprehensive professional support in his capacity as Head of the Support Group and with the University Secretary the Principal, members of Court and its committees in servicing the Court and corporate Committees of the University.
- Regular contact with senior staff in Finance and HR in taking forward all aspects of the Support Groups requirements with these departments and providing instruction on the allocation of funds and approval of recruitment and appointment requests.
- Contact with various senior officers of the Privy Council, the Scottish Executive, and the Funding Council in various capacities in support of the University.
- Regular contact with the University law agents and potential litigants and complainants.
- Contact with University Benefactors and their representatives in taking forward arrangements for the bestowing of this distinction, honour graduates and other eminent individuals at graduation and other events.

8. Knowledge, Skills and Experience Needed for the Job
- Minimum of 10 years management or administrative experience at progressively senior levels
- Good honours degree.
- Excellent committee servicing skills
- Ability to understand and advise on complex matters.
- Good budget management and planning skills
- Ability to exercise critical judgement with discretion
- Excellent inter-personal skills and ability to form effective working relationships with a wide range of internal and external contacts
- Excellent oral and written communication skills
- Ability to quickly assimilate new information and learn new processes
- Excellent IT skills

9. Dimensions
- Court meets five times per year, plus an Away Day.
- FGPC meets six or seven times a year.
- Audit Committee meets four times a year.
- Total Support Group budget exceeds £8million, with over 250 staff.
- Typically 50 Resolutions/Ordinances per year.

10. Job Context and any other relevant information
- Very broad and varying remit in respect of areas of responsibility and contacts.