ST HILDA’S COLLEGE, OXFORD

FURTHER PARTICULARS FOR THE POST OF GOVERNING BODY SECRETARY

1. St Hilda's College

Founded in 1893, St Hilda's is one of the constituent Colleges of Oxford University. It is a thriving intellectual community, and enjoys one of the most beautiful sites in Oxford, being set in spacious gardens on the banks of the Cherwell, close to Magdalen Bridge.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 35 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The Governing Body consists of the Principal and Fellows, and the College currently has 609 students of whom 403 are reading for undergraduate degrees, and 206 are graduate students. The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/.

The College values and fosters:

- The highest standards of academic excellence and innovation;
- The world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- The intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- The original founding principles of equal opportunity and social inclusivity;
- A diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- Respect and support for Oxford’s rich traditions and engagement with the contemporary world beyond the University.

St Hilda’s College has undergone recent exciting expansion in both scale and scope of activities, increasing the range of undergraduate subjects admitted while quadrupling the graduate body. In parallel, internal College-based research has exponentially increased, benefitting from the natural interdisciplinarity of the fellowship. Part of this expansion process includes an extensive building program. This process is supported by our 125th Anniversary campaign, which will run for several years.
In order to adapt the structure of the administration to these expanded activities, the College has established a new Secretariat function and is seeking to appoint a Secretary to the Governing Body. The Governing Body Secretary has a part-time senior role in academic liaison and administration.

2. **Job Description**

**The Post of Governing Body Secretary**

The post of Governing Body Secretary represents a key position in the governance structure of the College. The Governing Body Secretary supports the Governing Body (the Trustees) of the College and works closely with the Principal (Chair of Governing Body) and the Vice Principal. The role also requires close working with other key members of College, including the Senior Tutor, the Bursar, the Development Director, the Communications Manager and the Academic Registrar.

This is a senior and responsible position, offering the opportunity for involvement at the heart of the College’s business in a challenging and fast-moving environment. It will suit a highly experienced person who enjoys being part of a high-performing and close-knit community. The post-holder will work closely with members across the College, dealing with a wide range of matters, sometimes highly confidential and/or urgent. As is the case with all College Officers, the Governing Body Secretary is subject to the overriding authority of the Governing Body. General supervision of the post-holder will be exercised by the Principal, who will conduct an annual appraisal at the end of each academic year.

The main duties of the office are described below:

- The primary role of the Governing Body Secretary is to service the Governing Body (GB) Committee meetings and the General Purposes Committee (GPC) that makes recommendations on academic policy and planning and reports directly to GB.
- The Governing Body Secretary will be responsible for producing agendas and papers, for commissioning, coordinating and distributing papers from Senior College Officers, and for drafting clear and accurate minutes of GB and GPC meetings, all in a timely manner.
- The Governing Body Secretary will provide clear and articulate written and oral briefing to the Principal in advance of GB and GPC meetings.
- The Governing Body Secretary will guide the processes of policy documentation and implementation, ensuring that agreed follow-up actions are completed by the appropriate college member, collating any resulting responses, decisions and paperwork, and scheduling papers for decision/ratification in the Stated General meeting or other appropriate meeting.
- GPC and GB together are held on five or six occasions over the eight week term. There is also the occasional Special GB meeting, usually during term time. Attendance at GB and GPC committee meetings is essential.
- The Governing Body Secretary should be able to respond to queries on committee mechanisms and processes relevant to a wide range of College business. Underlying this role is an in-depth understanding of College policies, procedures and statutes, enabling the GB Secretary to provide stable and long-term procedural advice and support to GB, GPC, the Principal and Vice Principal.
• The Governing Body Secretary will take an active role in supporting ad hoc working groups and review panels as necessary, including preparing agendas, collating and distributing paperwork, and drafting minutes of meetings. The Governing Body Secretary will be expected to provide other administrative support to the College as the need arises.
• The Governing Body Secretary will also be expected to respond flexibly to any changes in the College’s governance arrangements, which have an impact upon the role.

The post is part-time (0.6 FTE) which is expected to be more demanding during term-time and less so outside of full term (for term dates see https://www.ox.ac.uk/about/facts-and-figures/dates-of-term). Managing the fluctuating workload will require judgment, personal organization and flexibility, as well as an ability to work to deadlines. Applicants must be able to demonstrate that they enjoy first-class use of the English language.

3. Selection Criteria

The successful candidate will have:
Essential
• a good Honours degree (2:i or above)
• proven administrative ability in a complex academic institution
• extensive experience of committee work, in particular the ability to draft committee agendas, minutes and cover papers
• excellent organisational skills and the ability to work under pressure whilst maintaining meticulous attention to detail
• excellent use of written English and English grammar, and an ability to present information, analysis and arguments clearly
• IT skills appropriate for modern and efficient administration
• excellent interpersonal skills and a willingness to establish and develop relationships with a wide range of people from different backgrounds
• a readiness to work co-operatively within the structures and traditions of the collegiate university as a whole
• commitment to the aims, objectives and academic values of an institution at the highest level of the university system, and with the particular ethos of St Hilda’s
• Tact, diplomacy and discretion, and a respect for confidentiality
Desirable
• familiarity with the University style secretariat function
• knowledge of the higher education sector, the University of Oxford and its collegiate system in particular
• a willingness to work flexibly and to work outside of normal office hours if required

4. Terms and Conditions

The post is to be filled with effect from 1st May 2017 or earlier if possible. The post is for a term of 3 years in the first instance. There will be a probationary period of six months.
The remuneration package comprises:
• 60% FTE; starting salary in the range of £35,550 - £44,992 (University grade 7 or 8) pro rata, dependent upon qualifications and experience
• Membership (if desired) of the Universities Superannuation Scheme
• 30 days (pro rata) paid holiday and 8 public holidays annually
• Eligibility for group private medical insurance
• Membership of the Senior Common Room, and entitlement to meals free of charge when on duty

5. **Application Procedure**

Applications should be sent to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY, or by email to college.office@st-hildas.ox.ac.uk and should include the following:

• An application form (to be downloaded from the College website: https://www.sthildas.ox.ac.uk/content/vacancies
• A covering letter;
• A curriculum vitae;
• The names of two referees. If applicants are happy to provide references in advance they can ask their referees to write directly to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY by the closing date of **12 noon on Tuesday 3rd April 2018**.

References may be sent in hard copy or by email (college.office@st-hildas.ox.ac.uk). E-mailed references will be accepted only if they are sent in the form of a scanned copy of a letter which must include a signature. If you would prefer for referees not to be contacted before short-listing please indicate this on the application form.

Candidates are also asked to complete one copy of the recruitment monitoring form, which can be downloaded from the College website and return it by post to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY (or by email to college.office@st-hildas.ox.ac.uk). This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications and the last date for receipt of references direct from referees, is **12 noon on 12 noon on Tuesday 3rd April 2018**. The interviews are expected to take place in the week beginning **16th April 2018**.

All reasonable interview expenses will be reimbursed.

St Hilda’s College and Oxford University are Equal Opportunities Employers.

March 2018