S P Jain London School of Management

Job Title:	Secretary and Director of Quality	**Job Category:**	Professional Services
Department/Group:	Governance and Compliance	**Job Code:**	To be decided (TBD)
Location:	London, United Kingdom	**Employment Type:**	Permanent
Level/Salary Range:	£80,000 to £85,000	**FTE:**	1

Reporting to:	Chief Operating Officer (line management), with direct access to the Chair of the Board on governance matters
Direct reports:	Registrar (and, through the Registrar, the registry team)
Qualifications & Experience:	Degree or equivalent, with significant senior experience of higher education governance, quality assurance, OfS regulation and UKVI compliance

Job Description

Main purpose of the job:
To lead the School's governance, regulatory compliance and academic quality assurance, and to act as Company Secretary to the Board of Directors, so that SP Jain London meets its obligations as an Office for Students (OfS) registered provider and as a company and is well governed as it grows.

The postholder will lead corporate and academic governance, the company secretariat, OfS, UKVI and wider regulatory compliance, academic quality assurance, the institutional policy framework, and the School's New Degree Awarding Powers. The postholder line-manages the Registrar, who leads the School's registry function.

Main duties and responsibilities:

Governance and company secretariat

- Provide the secretariat to the Board of Directors and its committees, ensuring they discharge their statutory and regulatory responsibilities and that decision-making is effective and compliant.
- Provide the secretariat to the Academic Board and its committees, and lead the academic governance framework.
- Lead the School's adoption of, and reporting against, a recognised governance code (the IHE Code of Governance), including the development of board effectiveness and culture.
- Act as Company Secretary, ensuring the School meets its statutory and regulatory obligations as a company.

Regulatory compliance and assurance

- Lead the School's compliance with the OfS conditions of registration, advising the Accountable Officer, and undertake the associated regulatory reporting and reportable-events duty.
- Be responsible for the Access and Participation Plan and the Student Protection Plan, including their governance, approval, monitoring and OfS returns.
- Be responsible for UKVI sponsor compliance, acting as the School's UKVI Key Contact, and provide assurance across the School's wider regulatory obligations.

- Lead the School's compliance with its freedom of speech and academic freedom duties.

Academic quality

- Lead academic quality assurance processes that support programme development and approval, maintaining appropriate audit trails of compliance, with reference to the UK Quality Code for Higher Education.
- Ensure that the curriculum is maintained and that accurate curriculum records are kept.
- Ensure that the Academic Regulations and the Quality Assurance Framework are up to date and regularly reviewed.

Degree-awarding powers

- Lead the Degree Awarding Powers monitoring process, including the ongoing monitoring returns and visits, through the New Degree Awarding Powers probationary period and the transition to full degree-awarding powers.

Policy framework

- Maintain the institutional policy framework, including the policy register, the review cycle and the approval routes through the committees the post services.

Line management

- Line-manage the Registrar, providing support and development. The Registrar leads the registry function, including student administration, admissions, enrolment, assessment and records.

Leadership and strategy

- As a member of the Senior Management Team, contribute to the School's strategy and to the excellence of the student experience.
- Work with colleagues at SP Jain Global so that the London School benefits from, and contributes to, the wider network.

Other duties

- To undertake any other duties commensurate with the level of the post.
- To take responsibility for health and safety in carrying out the duties of the role.
- To promote equality, diversity and inclusion in the performance of the role.
- To actively participate in learning and development to meet the requirements of the role and the organisation.

Person Specification

Essential criteria:

Qualifications

- Degree or equivalent.

Experience

- Senior experience of academic and corporate governance and committee secretariat in higher education or a business school.
- Experience of servicing a board of directors, including obligations under the Companies Act 2006.
- Experience of higher education regulatory compliance, including the OfS regulatory framework, and familiarity with UKVI sponsor duties.
- Experience of academic quality assurance.
- Experience of line managing staff.
- Experience of interpreting complex regulation and providing authoritative advice to senior leaders and boards.

Skills, knowledge and abilities

- Comprehensive knowledge of the UK higher education policy and regulatory environment and of recognised governance codes (CUC / IHE).
- An up-to-date knowledge of the UK Higher Education sector.

- Excellent written and oral communication, able to translate complex regulation for a non-specialist audience.
- Sound judgement, discretion and the highest standards of integrity.
- Excellent attention to detail, with strong organisational skills and the ability to prioritise and manage competing deadlines.
- IT literacy, including Microsoft Office.

Business requirements

- Able to take a flexible approach to work.
- Commitment to a performance culture, fostering continuous improvement and driving quality.
- Commitment to delivering an excellent student experience.
- Commitment to equality, diversity and inclusion, and to own professional development.

Desirable criteria:

- Postgraduate or professional qualification; membership of the Chartered Governance Institute (CGI/ICSA) or a comparable body, or recognised equivalent experience.
- Experience of acting as, or deputising for, a company secretary or board secretary.
- Experience of degree-awarding powers or the DAPs process.
- Experience within a small or specialist higher education provider.
- Experience of TEF and/or business school accreditations (e.g. AACSB, AMBA, EQUIS).