CLARE COLLEGE
UNIVERSITY OF CAMBRIDGE

Head of Governance

JOB DESCRIPTION

Job Title:
Head of Governance (12-month maternity cover)

Responsible to:
Bursar with a dotted line to the Master

Working Arrangements:
0.4 FTE (14.5 hours per week). Working arrangement to be agreed. There is flexibility for remote working (with in person attendance at key meetings).

Salary and Benefits:
12-month fixed term contract. 34 days leave (including bank holidays) *pro rata*. The job holder will be eligible to join the College's contributory pension scheme after three months. Parking will be available when on site. Clare staff are also entitled to a free lunch in College when on site.

Purpose of Job:
This is a 12-month shared maternity cover for the Head of Governance Services & College Secretary.

Duties and Responsibilities

Governance and Compliance

- Ensure that all statutory obligations and deadlines are met in a timely and considered fashion for both the College and the independent trusts associated with the College, including being the principal contact point for all Charity Commission matters.
- Identify and advise on the regulatory implications flowing from the charitable status of the College and the independent trusts associated with the College.
- Ensure all policies and procedures in relation to Charity Commission requirements of a charity and its Trustees are kept up to date, published where appropriate, and communicated to all College members whom they affect or involve.
- Working with the Communications Manager, collate information in reports or proposals going to or from Governing Body, Council or Finance Committee into regular reports to the wider College community to facilitate understanding and communication while handling sensitivity of information appropriately.
- Arrange for new Trustees to receive a new Trustee induction from either the Master or the Bursar and appropriate Trustee training early in their term of office. Support Trustees in keeping their knowledge of regulatory requirements up to date.
- Complete the annual Regent House returns to the University.
- Ensure timely responses to FOIA and Subject Access Requests.
- Work with the Master's EA to provide general support to the Master / Bursar, especially in relation to the Charity Commission requirements.
- Respond to enquiries of a legal nature by College departments, liaising with Intercollegiate Services Limited as appropriate and judging when it is necessary and justified to refer a matter to the College's lawyers for expert legal advice.

- Assist Heads of Departments with data protection queries.
- As College Records Manager, lead on reviewing and updating College Records Management Policies and Procedures in accordance with business needs and regulatory requirements.
- As College Records Manager, lead on annual review of the College Records Management Schedule - liaising with the Bursar, Heads of Department and the College Archivist to review the Schedule and records management procedures for the College's paper and electronic records.
- Liaise with the Head Porter, Archivist and other members of College to ensure that College records including Archives records are included in the College's emergency and disaster recovery procedures.
- Lead on reviewing and updating the College's Data Protection Policy, Data Protection Statements and Freedom of Information Schedule, as published in the Governance section of the College's website (liaising in College and with the Office of Intercollegiate Services).
- Liaise with College Archivist to ensure that College records are transferred to the Archives when required by records management procedures

Other Duties
- Maintain professional knowledge and keep up to date with developments in higher education and charity sector regulatory environments, especially trustee obligations.
- Complete the required compliance and relevant College training on key policies and processes – for example health and safety
- Undertake such other duties as may reasonably be required in this position.

PERSON SPECIFICATION

Essential
- Experience of corporate or higher education administration including project management, liaison, meeting deadlines, providing regular updates and reports.
- Experience of securing legal and regulatory compliance in complex circumstances.
- Ability to maintain high-quality work output under time pressure.
- Experience of dealing with FOI and Data Protection issues.
- Experience of undertaking research with an ability to present information, analysis and arguments succinctly and clearly.
- Proven experience of establishing rapport, credibility and collaborative relationships with key customers, partners and stakeholders at all levels, both internally and externally.

It is expected that the job holder will have a high degree of discretion, diplomacy and tact, especially in handling sensitive or confidential matters.

Desirable but not Essential
- Regulatory experience in a relevant sector.
- Understanding of the Charity Commission’s governance requirements.
- Experience of policy development and general understanding of higher education or charity sector regulatory environments.
- Experience of using Moodle and or SharePoint.
- Previous work experience within a College, the Higher Education or Charity Sectors.