

**Senior Policy Officer (0.8FTE – 1.0FTE)**

**Corporate Governance Office**

**Permanent**

**Corporate Governance Office**

The Corporate Governance Office supports the Board of Governors and plays a key role in addressing, informing or co-ordinating many aspects of GSA's legal and compliance obligations.

The Corporate Governance Office is led by the Registrar and Secretary, and fits within a wider portfolio of professional support areas, as set out in the table below. The Assistant Secretary to the Board (Governance Manager) is responsible for the management of business pertaining to GSA's Board of Governors and oversees the day-to-day running of the Corporate Governance Office. The Senior Policy Officer (0.4FTE) role has a particular focus on work connected to the GSA's compliance with the Code and the revision of GSA's legal instruments.

**The Role**

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<b>Job Title</b>	Senior Policy Officer
<b>Location</b>	Rose Street, Glasgow
<b>Reports to</b>	Assistant Secretary to the Board (Governance Manager)

**Purpose**

The post holder will join a small team responsible for providing a high quality professional governance service to the Glasgow School of Art, its Board of Governors and Board committees.

Reporting to the Assistant Secretary to the Board, the post holder will be responsible for ensuring the delivery of a range of governance processes and procedures, including the provision of professional support to GSA's Board committees and a range of activities which support the effective operation of GSA's Board of Governors.

The role involves frequent interaction with members of the Board, the Director of GSA and members of GSA's Senior Leadership Group, and as such requires excellent interpersonal and oral communication skills, tact and diplomacy. The post holder will have excellent written and oral communication skills, a flexible approach to working, and be able to demonstrate judgment when handling sensitive information.

To be successful in this role, the post holder will have or gain a detailed knowledge of Higher Education and corporate governance issues and best practice, including governance codes and their application. In addition, the post holder will have an understanding of the legal framework within which the Board of Governors functions and an appreciation of the need to work within that framework.

### **Key Accountabilities**

The post holder will:

- Participate in the development, maintenance, review and enhancement of processes and procedures regarding, and ensure continued compliance with, Board matters such as GSA's Statement of Corporate Governance, Scottish Code of Good HE Governance, the Higher Education Governance (Scotland) Act, and charity and associated legislation.
- Undertake expert analysis and prepare governance briefing papers, policies and regulations.
- With oversight from the Assistant Secretary to the Board, effectively support the business of GSA's Board committees, with particular responsibility for specific committees. A key aspect of this is ensuring that all reports and papers, including those provided from outwith the department, are received on time, have followed due process, and are of an appropriate governance standard.
- Research corporate governance issues relevant to GSA and analyse and assess information and guidance from a range of sources.
- Engage in a highly professional and informed manner to comprehensively respond to requests for guidance from senior GSA staff, external agencies, and Board members regarding governance mechanisms, processes, and obligations.
- In conjunction with the Assistant Secretary to the Board, coordinate and report on the Board's annual review of its effectiveness, and develop a parallel process for Board committees to review their effectiveness.
- Maintain GSA's Register of Interests and the Board of Governor's Gifts and Hospitality Register and prepare update reports, as required, to the Board.
- Ensure that Companies House procedures are followed accurately and promptly; including timely electronic or manual filing of forms. The post holder will maintain company secretarial records and ensure that any changes are recorded promptly. The post holder will hold *administrator* rights to this system and will be expected to be able to enter or change data held on the database.
- In conjunction with the Assistant Secretary to the Board, develop and maintain the Records Retention Schedule for Governance.
- Develop and maintain the Corporate Governance Office pages of GSA's website, ensuring that the institution's governance policies and procedures are clearly accessible and the timely publication of Board agendas, papers and minutes in line with GSA's publication schedule.
- As appropriate, co-ordinate the provision of information sought under the Freedom of Information (Scotland) Act 2002.

- Undertake continuing professional development and participate in sector level networks.
- Fully and productively participate in GSA wide processes such as equality impact assessments and health and safety.
- Deliver any other duties that may be reasonably required by the Registrar and Secretary or the Assistant Secretary to the Board.

## **Relationships**

### **Primary Internal contacts**

Registrar and Secretary  
Assistant Secretary to the Board (Governance Manager)  
Senior Policy Officer (0.4FTE)  
Chair of the Board of Governors  
Members of the Board of Governors  
Members of relevant GSA Board committees and groups  
Director of GSA  
Senior Leadership Group members

### **Primary external contacts**

GSA's solicitors  
HEI's and sector working groups

## **Person Specification**

The role-holder will demonstrate:

### **Experience and Knowledge**

#### **Essential**

- Educated to degree level or with equivalent experience.
- Demonstrable experience of working using discretion and tact in a sensitive work environment.
- Experience of undertaking research and expert analysis and preparing briefing papers, policies and regulations.
- A demonstrable record of managing engagement with internal and external stakeholders in higher education or a similar environment.

## **Desirable**

- Significant experience of supporting senior committees in higher education or a similar environment.
- Detailed experience and extensive knowledge of higher education governance.
- Excellent knowledge of the broad external context in which universities operate.
- Law or public policy experience.
- Evidence of relevant and applicable CPD.

## **Skills**

- Excellent communication skills, both in terms of preparing high-quality written materials, reports, minutes and papers, and in using highly accomplished interpersonal skills to actively engage relevant GSA staff on relevant issues.
- The ability to work independently, manage a wide and varied workload to tight deadlines and be responsible for taking decisions.
- Excellent judgement, personal integrity and a strong commitment to enhancing service provision.
- Demonstrate a track-record of developing successfully internal and external partnerships.

## **Terms and Conditions**

Contract:	Permanent
Probationary Period:	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is six months.
Hours of Work:	28 – 35 hours per week (4 or 5 days considered)
Salary:	Grade 6 £32,236 - £37,345 per annum pro-rata
Holidays:	35 days plus 11 statutory holidays per annum (pro-rated)
Pension:	Option to join Strathclyde Local Government Superannuation Scheme
Notice Period:	3 months