



CLARE COLLEGE
UNIVERSITY OF CAMBRIDGE

Head of Governance Services and Information Compliance/College Secretary

Candidate Information Pack



The opportunity



This is an exciting opportunity to join the second oldest of the 31 Colleges in the University of Cambridge. Regarded as one of the most progressive and informal, Clare is renowned as a College that achieves academically at the highest levels, whilst also being welcoming, forward-thinking, and inclusive.

The Head of Governance Services and Information Compliance/College Secretary will provide high-level governance support to the Master and Fellows in the annual planning, governance and administration of College Life. They will need to stay abreast of regulatory requirements affecting the College and to take a lead in ensuring compliance in relation to the requirements of the Charity Commission, the OIA and the ICO, as well as taking the lead on Data Protection, Records Management, FOIA and Subject Access Requests.

Relationships

- Reports to the Bursar with a dotted line to the Master.
- Works closely with the Master, Bursar, Senior Tutor and College Fellows.

Clare College

Founded in 1326, Clare College is the second oldest of the 31 constituent colleges of the University of Cambridge and is also regarded as one of the most progressive and informal. It is known as a College which combines academic distinction with a welcoming, forward-thinking and inclusive ethos.

Clare was one of the first English foundations to provide for teachers and students in the same community, beginning a tradition characteristic of higher education down to the present day. The College has a deep and long-standing commitment to widening participation, diversity and inclusion. In 1886, it established a mission in Bermondsey, south London, to provide education and relief for the poor. In 1964, the College established a daughter institution, Clare Hall (which subsequently became an independent foundation), to support the growth of post-graduate education and to provide a home for visiting scholars. In 1972, Clare College became one of the first three colleges in Cambridge to become co-educational. In 2000, Clare was one of the first colleges in Cambridge to launch a dedicated access and outreach programme, and it has won praise for the transparency of its admissions process. Clare's aim is to inspire students to achieve their full potential. Around two-thirds of the undergraduates come from state schools.

Located in the heart of Cambridge city centre, close to many University faculties and departments, the College is extraordinarily beautiful and famed for its gardens on 'the Backs' (the backs of the colleges that line the River Cam).

Clare's Old Court, a 17th-century Grade I listed building, is the centre of the College and is unique among the ancient Cambridge colleges in having maintained its architectural integrity. The oldest of Cambridge's bridges leads from Old Court over the river to Memorial Court, home to the College Library, and Lerner Court (opened in 2009).

The College is a community of more than 500 undergraduates, 180 graduate students, and 100 Fellows (senior members), in every academic discipline, supported by over 100 professional services staff. There are over 8,500 alumni including such notable figures as David Attenborough, Vivienne Faull, Skip Gates, Matthew Parris, Robin Ticciati, Mark Walport, and many others.

The College is committed to providing small-group teaching through the supervision system and to delivering excellence in education at both undergraduate and postgraduate levels, while maintaining pastoral support through the tutorial system. Clare students also pursue a wealth of other interests beyond their course. Clare is known as one of the most musical colleges in Cambridge – its choir has performed all over the world – while students also participate in a range of sports, arts, and other activities. Clare alumni have forged successful careers in every field, prepared and inspired by their time at the College. For further information about the College, please visit www.clare.cam.ac.uk.

Main duties and responsibilities

Clerk of Committees

These duties include but are not limited to:

- Carrying out Clerk of Committees duties the Master, Bursar, Senior Tutor, Committee Chairs and Secretaries to help ensure that the Governing Body and all committees work effectively, with a good understanding of the annual cycles of business and responsibilities of the Charity and its trustees.
- Ensure that the Governing Body, Council, Finance Committee, and all their sub-committees receive high quality committee support services.
- Support the operation of the College's governance arrangements through proactively planning governance business across Council, Finance Committee and their sub-committees in order to enable Trustees of College to undertake their responsibilities appropriately and effectively. Ensuring that the flow and business between Governing Body, Council, Finance Committee and sub-committees is in sequence.
- Service and support Governing Body, Committees and Working Groups including preparing reports, discussion documents, agendas, minutes and/or Chair's notes as required by the Chair of each Committee.
- Ensure that all papers are with the Chair and Lead College Officer 8-10 working days before the meeting for final sign off before circulation to all committee members 5 working days via secure means. Liaison with authors of papers in advance to ensure that papers can be available in time or make recommendation to Chair about timing of item being ready for a committee meeting.
- Ensure that the annual calendar of Governing Body, Council and Committees meetings is up to date including both the Google Calendar and the College Calendar on a Page, liaising with the senior officers of College, Committee chairs and secretaries and judging the scheduling in line with compliance and key decision-making deadlines.
- Manage the College committee elections process. Ensuring that the Committee membership lists are kept up to date with details published where appropriate including ensuring trustees' record on Charity Commission website is up to date.

Main duties and responsibilities

Clerk of Committees (continued)

- Prior to publication on the College website, review all unreserved minutes produced by Committees to College and liaise with College Officers, Communications Manager and any other member of College as necessary before minutes are published and to ensure fitness for publication.

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 Executive Assistant to provide general support to the Master/Bursar, especially in relation to Charity Commission requirements.
- Respond to enquiries of a legal nature by College departments, liaising with the Office of Intercollegiate Services as appropriate and judging when it is necessary and justified to refer a matter to the College's lawyers for expert legal advice.
- Assist HODS on queries relating to data protection.

Main duties and responsibilities

Governance and Compliance (continued)

- 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.
- In addition, the post holder will be required to attend training and swiftly grasp new skills to acquire knowledge of practice in specific areas as required.
- Maintain an awareness and observation of fire and health and safety regulations.
- Undertake such other duties as may reasonably be required in this position.

Person specification

Qualifications

- Educated to degree level or equivalent by practical and professional experience or ability (Essential).
- A legal qualification (Desirable).

Skills and experience

- Experience of corporate or higher education secretariat including project management, liaison, meeting deadlines, providing regular updates and reports (Essential).
- Experience of securing legal and regulatory compliance in complex circumstances (Essential).
- Ability to maintain high quality work output under time pressure, to maintain focus under pressure, to be resilient in protecting the interests of the College; and the ability to prioritise workload and be flexible in response to the demands of the job (Essential).
- Experience of dealing with FOI and Data Protection issues (Essential).
- Excellent written skills for committee report and minutes writing and general written communications. Comfortable with new and developing software systems (Essential).
- Experience of undertaking research with an ability to present information, analysis and arguments succinctly, clearly and accurately (Essential).
- Proven experience of establishing rapport, credibility and collaborative relationships with key customers, partners and stakeholders at all levels, both internally and externally (Essential).
- Regulatory experience in a relevant sector (Desirable).

Person specification

Skills and experience (continued)

- Understanding of the Charity Commission's governance requirements (Desirable).
- Experience of policy development and general understanding of higher education or charity sector regulatory environments (Desirable).
- Experience of using Moodle and/or SharePoint (Desirable).
- Previous work experience within a College, the Higher Education or Charity Sectors (Desirable).

Attributes

- A high degree of discretion, diplomacy and tact, especially in handling sensitive or confidential matters (Essential).
- A commitment to the values of the College (Essential).

Terms and conditions

Hours of Work

Full-time (36.25 hours per week).

Salary

Remuneration will be between £50,000 and £54,000 depending on experience, with an uplift for an exceptional candidate. There will be a six-month probationary period. The salary increases annually with the cost of living and will be subject to periodic review, benchmarked against equivalent roles in other Cambridge Colleges.

Pension

The role holder will be eligible to join the College's contributory pension scheme after three months' service.

Holidays

The role-holder is entitled to 26 days' holiday per year, plus public holidays.

Other benefits

Eligibility for a free parking space in College.

Clare staff are entitled to a free lunch in College on working days.

Clare College is a non-smoking environment.

Clare College is an Equal Opportunities Employer.

Any offer of employment will be made subject to references.



How to apply

Please send CV's and completed application and equal opportunity forms to the HR team at HR@clare.cam.ac.uk.

The closing date for this vacancy will be Friday 20th September with interviews taking place on Thursday 26th September.



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