



JOB DESCRIPTION

Job Title	Job Grade & Salary Range
Interim Secretary to Court	Circa £60-65K if permanent appointment
Where you're based	School/Service
Bell Street, Dundee	Executive Office
Who you report to	Functional Report
Principal & Vice Chancellor (as line manager)	Chair of Court (in connection with corporate governance)
People reporting to you	Other people you work with
Governance team	University Court Members of the Executive Group and wider Senior Management Team Other senior academic and support staff External stakeholders and groups, e.g. University Secretaries, Police Scotland, Dundee City Council and NHS Tayside
The job purpose	
<p>The Secretary to Court is responsible for the administrative support of the University's corporate governing body, the Court, and of its academic governing body, the Senate. The postholder is a source of advice to Court and Senate on governance matters. The postholder reports directly to the Principal and works closely with the Chair of Court and with the Chairs of the committees of Court. They are responsible for the University's compliance with the Freedom of Information and Data Protection legislation; and will be relationship manager for the University's internal audit and legal services.</p>	
What you'll be expected to do	
<ol style="list-style-type: none">1. Act as Secretary to the University Court and provide advice and support to the Chair of Court and other members of Court as required, especially in the area of governance, in line with the requirements as set out in the Order of Council and from time to time in associated documentation approved by Court; and provide advice and support to the Principal as Chair of Senate.2. Ensure that the work of Court and Senate is appropriately planned and co-ordinated and that the University's processes associated with academic and corporate governance are effective.3. Lead the Governance team ensuring that they deliver a high-quality service and ensuring effective interaction with other University functions.4. Ensure the University is compliant with legislative requirements including Freedom of Information, copyright, statutory requirements, Data Protection, Protection of Vulnerable Groups.5. Oversee the University's internal audit and legal services (provided by external contractors), ensuring that a high-quality service is provided.6. Lead and contribute to University activities and policy development, including chairing committees/groups as required.	

NOTE: This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.