

Job Description

Job title	University Secretary and Chief Compliance Officer
School / department	Directorate
Grade	10
Line manager	Vice-Chancellor Chair of Board of Governors (in respect of the Clerk role)
Responsible for	Management of the following teams: <ul style="list-style-type: none"> a. Governance support – 2fte; b. Legal Affairs – 3fte; c. Complaints, Appeals and Compliance – 2 fte; d. UKVI Compliance – 3fte.

Main purpose of the job
<p>The University Secretary and Chief Compliance Officer is one of the senior officers of the University, with responsibility for governance, legal affairs and compliance assurance.</p> <p>With accountability both to the Vice-Chancellor and the Chair of the Board of Governors, the post-holder will ensure that the Board of Governors and its committees are advised and supported at a senior level, ensuring that high standards of governance are maintained and the business is conducted professionally, effectively and efficiently.</p> <p>The post-holder will also be responsible for overseeing and ensuring compliance with regulatory requirements across a range of the University's activities, working cross-functionally with staff in various teams to develop systems and reporting to give confidence to the executive that the University is and remains compliant.</p> <p>The postholder is also the Data Protection Officer for the University.</p>

Key areas of responsibility
<p>University Secretary and Clerk to the Governing Body</p> <ol style="list-style-type: none"> 1. Act as University Secretary to The University of West London, ensuring that the University conducts its business properly, effectively and efficiently 2. Act as Clerk to the Governing Body and all its committees, including Academic Board and its committees, and in this role: <ul style="list-style-type: none"> a. Support all Board of Governors members so they can fulfil their responsibilities. b. Work with the Chair of the Board of Governors, the Vice-Chancellor and the Executive to ensure that Board of Governors meetings and business are conducted satisfactorily.

- c. Consult with and keep the Chair of the Board of Governors and the Vice-Chancellor informed on all key matters relating to Board of Governors business.
 - d. Work with the Board of Governors committee chairs to ensure that their meetings and business are conducted satisfactorily.
 - e. Provide the Board of Governors with authoritative guidance about its responsibilities under the Instrument and Articles of Government, the Regulations of the Board of Governors and Office for Students Regulatory Framework and on how these responsibilities should be discharged.
 - f. Alert the Board of Governors if he/she believes that any proposed action would exceed the Board's powers or be contrary to legislation or to the Office for Students Regulatory Framework.
 - g. Obtain such legal and other advice as is requested by the Board of Governors.
 - h. Advise and alert the Chair of the Board of Governors, and where appropriate Board of Governors members, in respect to any matters where conflict, potential or real, may occur between the Board of Governors and the Vice-Chancellor.
 - i. Ensure that the Board of Governors and its committees adopt best practice taking account of HE sector and other guidance including the CUC Codes of Governance.
 - j. Manage the communication of Board of Governors business to staff, students and stakeholders.
3. Manage the Instrument and Articles of Government of the University and the Board of Governors Regulations, ensuring that they remain fit for purpose and meet the needs of the University.
 4. Across all aspects of the University's business, to advise on legal consequences and implications of proposed courses of action; to ensure that contractual agreements entered into by the University do not expose the University to excessive risks, liabilities, or potential reputational damage; and to procure such external legal advice as may be necessary to meet this requirement.
 5. Oversee the University's Internal Audit function (currently outsourced).
 6. Liaise as necessary with external stakeholders and organisations.

Chief Compliance Officer

7. Reporting to the Vice-Chancellor and working closely with senior and functional managers across the University, to have overall responsibility for the University's systems and procedure for ensuring compliance with statutory, regulatory, and funding requirements associated with its operations.

8. Working with staff across the University, to ensure that the University has effective systems to ensure regulatory compliance in line with the University's strategic and operational needs, including in relation to:
 - a. Office for Students Regulatory Compliance
 - b. Student matters (e.g., UKVI licence compliance, safeguarding, Prevent, Disclosure and Barring Checks, Competition and Markets Authority)
 - c. Health, safety, and environmental compliance
 - d. Information legislation (including Freedom of Information, Data Protection, Environmental Information)
 - e. Research compliance (Human Tissue Act, ethical compliance, Research Council and other research funding requirements)
 - f. Corporate compliance (e.g., Companies House, Charities Commission where appropriate)
 - g. Business Continuity Planning
 - h. Risk Management
 - i. Ofqual
9. Develop systems to enable and ensure compliance and to support the reporting of management information on compliance.
10. Ensure on-going familiarity with changing requirements of statutory, regulatory, and funding bodies and to disseminate this information within the University as necessary.
11. Provide progress reports and management information to senior staff as appropriate to enable management action to address concerns.
12. Ensure that University stays in good standing with statutory, regulatory, and funding bodies.
13. Seek and maintain registration, certification, or approval of the University in accordance with needs of the University and changing requirements of statutory, regulatory, and funding bodies (for clarity this is not intended to include programme accreditation requirements of professional or statutory bodies).
14. This is a new element of the University Secretary's role and may involve specific and further management responsibilities as the University develops.

Data Protection

15. Inform and advise employees about their obligations to comply with the GDPR and other data protection laws.
16. Monitor compliance with the GDPR and other data protection laws, and with UWL data protection policies, including managing internal data protection activities, raising awareness of data protection issues, training staff and conducting internal audits.
17. Advise on, and to monitor, data protection impact assessments.
18. Cooperate with the supervisory authority and be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc.).

General

19. The University Secretary and Chief Compliance Officer is a member of the Vice-Chancellor's Executive and the Senior Managers Group and is expected to play a full role across the whole range of the University's activity in the weekly VCE/SMG meetings.
20. As a member of the senior management team to contribute to strategy development across the range of the University's activities.
21. Manage staff as necessary in line with the University's needs and the responsibilities of the role. Initially this means management of the following teams:
 - a. Governance support
 - b. Legal Affairs
 - c. Complaints, Appeals and Compliance
 - d. UKVI Compliance
22. Manage budgets as necessary in line with the University's Financial Regulations.
23. Represent the University externally and internally in line with the seniority of the role and the needs of the University.
24. Take responsibility, within the University's policies for employment and health and safety management, for your health and safety at work and for that of those you manage.
25. Take responsibility for on-going personal and professional development in line with the University's needs and that of the role.
26. Act in accordance with university policies and procedures on employment, IT and financial management.
27. The role may require overnight and national/international travel.
28. Carry out such other duties as may be required, from time to time or on a regular basis, in line with the University's needs and the seniority of the role.

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Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<ul style="list-style-type: none"> • A first degree or equivalent • At least three years' experience of director-level leadership (i.e. Executive or reporting to Executive) in a medium or large organisation • Experience of supporting Board-level governance 	<ul style="list-style-type: none"> • A postgraduate qualification in a relevant discipline (e.g. management, higher education studies, law, operations management) • Senior leadership experience within the higher education sector • Relevant professional qualification: i.e., full member of the Institute of Chartered Secretaries and Administrators (ICSA); qualified barrister or solicitor
Knowledge and experience	<ul style="list-style-type: none"> • An excellent understanding of the role of governance in charitable or public sector organisations, with proven relevant skills • A good understanding of the UK higher education sector • Understanding of compliance issues within large organisations • Proven ability to work at a senior level across departmental boundaries • Excellent communication skills, both orally and in writing • High level of numeracy, including the ability to use and interpret statistics for management • Experience and expert knowledge of data protection law 	<ul style="list-style-type: none"> • Knowledge of governance issues in the higher education sector, and the regulatory and legal arrangements for UK university governance • Knowledge of the compliance requirements placed upon UK universities by statute and by regulation
Specific skills to the job	<ul style="list-style-type: none"> • An ability to work effectively within a complex management structure 	
General skills	<ul style="list-style-type: none"> • Resilience, and the capacity to speak up in difficult circumstances • Thoroughness 	

	<ul style="list-style-type: none">• A commitment to the values of higher education• A demonstrable commitment to diversity and equality	
Disclosure and Barring Scheme	This post requires an enhanced DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		