

Governance and Legal Services Assistant

Recruitment pack

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A message from our CEO, Vivienne Stern

Universities UK (UUK) is the collective voice of universities in England, Scotland, Wales and Northern Ireland. We bring them together to pursue a common cause: thriving universities, serving society.

My journey at UUK started as a Parliamentary Officer and I have progressed through the organisation from there, with the opportunity to work across a range of different teams, up to becoming CEO. This is testament to the fact that at UUK we support our people to succeed, helping us achieve our ambitious goals as an organisation as a result.

At UUK we believe that supporting our people to succeed involves prioritising wellbeing at work and being an inclusive employer. We employ a total of just under 150 staff across the UUK Group. In our 2023 staff survey, I am proud that we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

I am continually inspired by the passion and talent of the team at UUK. If you care about higher education, its ability to transform people's lives and its impact on wider society, then, in my opinion, there is no better place to do it than here.

Who are we?

At Universities UK, we harness the power of the UK's universities and create the conditions for them to thrive. We are the collective voice of 142 universities, bringing them together to pursue a common cause: thriving universities, serving society.

This mission forms the core of our [strategic plan](#) which runs to 2030 and sets out our ambitions for the sector. Our influence, convening power, and insight will enable our universities to:

- transform the lives of more people from the UK and around the world through high-quality education.
- drive greater growth and prosperity through the knowledge and skills they generate, creating places that allow communities to flourish.
- be globally competitive centres of research, at the forefront of making ground-breaking discoveries with the power to change our world.

To help them achieve this we will:

- secure sustainable funding that enables our universities to serve society better.
- build trust and confidence that our universities are a national asset to be proud of and are acting in the best interests of society.



Role description

Post title: Governance and Legal Services Assistant (PT – 28 hours per week)

Responsible to: Head of Legal, Governance and Risk

Salary: £26,961 per annum pro rata (£33,702 FTE with opportunities for pay progression)

Location: London and Hybrid, (occasional domestic travel)

The Team: The Legal, Governance and Risk team sits within the Operations function of Universities UK (UUK) Group.

Job summary:

The Governance and Legal Services Assistant will support the team's delivery of high-quality services to UUK's senior leadership, Board, committees and wider membership. Working collaboratively across the organisation, the role will contribute to promoting a culture of good governance, legal compliance and risk awareness in support of UUK's strategic plan.

The post-holder will have excellent organisational skills, be proactive in supporting administrative processes and be able to communicate confidently with a range of stakeholders.

The post-holder will also play a significant role in providing the secretariat for UUK committees/sub-committees including meeting organisation, administration and elections or appointments.

The working pattern for this role is 28 hours per week (ideally over four days). The post holder will be able to choose to work a mixture of in the UUK office in central London and at home, however they must be available to attend the office when required for core business reasons. Some travel may be required.

Main responsibilities:

- Provide secretariat support for UUK Board committees/sub-committees, in particular its Resources Committee and Audit and Risk Committee. Including arranging and organising meetings, collating meeting packs for distribution.
- Produce high quality and timely draft minutes and ensure all action points are recorded and co-ordinating follow up as appropriate.
- To contribute to briefings, papers and reports for committee meetings. Preparing draft agendas, liaising with colleagues as necessary. Maintaining and updating templates and databases.
- To deputise for the Board Secretary as necessary.
- To contribute to the organising and managing of other UUK Group governance meetings, e.g. AGM.
- To work closely with colleagues to support the administration of elections, appointments and nominations.
- To maintain and update the Legal, Governance and Risk pages on the intranet (the Hub) and the internet, including Members only areas.
- Under supervision, to assist with undertaking legal research, reviewing and triaging requests for legal support or advice from colleagues, developing and maintaining a contracts database.
- Under supervision, to assist with and contribute to the drafting and filing of documents to Companies House, the Charity Commission or Office of the Scottish Charity Register.
- To provide administrative support within the Operations Group, including: drafting correspondence/replies to emails, making bookings for rooms, and hospitality and arranging travel.

Compliance and governance

- To take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.

- To ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: 1 August 2024

Person specification

Essential skills:

Essential skills	Assessment
<p>Qualifications/Training</p> <p>'A' Level or equivalent recognised</p>	Application form
<p>Experience and Knowledge</p> <p>Previous professional office experience in a similar governance or business administration role.</p> <p>Excellent knowledge of SharePoint, Microsoft software with a willingness and ability to learn new software packages/databases.</p>	Application form
<p>Skills and Attributes</p> <p>Excellent attention to detail and ability to multitask.</p> <p>Excellent written and oral communication skills, including accurate minute taking, report writing, drafting letters, and briefings for a range of audiences.</p> <p>Ability to manage several projects at once such as diary management, emails and bookings with attention to detail, prioritising tasks to ensure deadlines are met. Ability to plan and manage own time effectively.</p>	<p>Application form</p> <p>Test</p> <p>Interview</p>
<p>Strong interpersonal and intercultural skills, with a proven ability to work in small, high-performing teams and with</p>	<p>Application form</p> <p>Interview</p>

colleagues in different parts of an organisation.

Ability to work under pressure in a calm, professional and efficient manner.

Ability to work independently and on own initiative.

Equality and Diversity

Understanding of, and commitment to, equality, diversity and inclusion as set out in UUK's Equal Opportunity policy.

Application form

Interview

Desirable skills:

Desirable skills

Assessed by

Qualifications/Training

Application form

Degree

Company secretarial or Governance qualification (or similar).

Experience and Knowledge

Application form

Experience of working within a legal team.

Interview

Experience providing direct support to board members and/or senior staff.

An understanding of the context within which UK universities operate and of the global higher education environment.

Working at UUK: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. We bring together leaders of UK universities to discuss higher education issues and represent and campaign on their behalf to the government, business, the media and beyond.

People drive our success, and we value everyone's work.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

"I joined Universities UK three months after leaving university, and I immediately felt so welcomed and supported. I've been given opportunities to develop new skills, get involved in such a variety of interesting projects and work with colleagues across the organisation. It's a really friendly place to work and I feel trusted and valued to put my own views and ideas into practice."

Sofia Henderson, Senior Content Producer

TO FIND OUT MORE ABOUT STAFF BENEFITS AND WELLBEING, VISIT OUR [WORKING AT UUK PAGE](#)

Staff benefits

Leave



- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus bank holidays.
- 4 closure days between Christmas and New year.
- 2 days paid leave each year for volunteering activities

Well being



- Access to 24 hour 7 day a week Employee Assistant Programme which extends access to close family.
- Virtual Medical Care – 24 hour access to GP consultations.
- Mental Health First Aiders.
- Staff network groups.

Financial wellbeing



- Interest free season ticket loans after 6 months.
- Staff benefit fund loan scheme
- 'learn for you' – claim £75 each year tax free towards hobbies and activities outside of work.
- Funding support for continuing development, up to 2/3 of course costs paid with the remaining funded through an interest free loan recovered through monthly pay.
- Generous pension scheme (USS or SAUL depending on role).
- Salary sacrifice Cyclescheme.
- Salary progression plans.
- a £45 contribution every two years towards eye tests and the purchase of glasses where required.

Home working



- Hybrid Working policy – 40% of time averaged over a month to be spent in the office or meeting face to face with stakeholders, allowing 60% of time to be worked from home.
- Support for homeworking set up.

External schemes



- Charity worker discounts.
- Apple hardware discount scheme.
- Access to Able Futures for mental wellbeing support.

Our office facilities



- Tea/coffee/milk provided for refreshments.
- Kitchens available in all offices with access to fridges and microwaves.
- Shower facilities available (London and Cardiff).
- Cycle storage facilities.



Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts.

We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

**TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION
AT UNIVERSITIES UK, [READ OUR INCLUSION AND DIVERSITY
ACTION PLAN](#)**

Staff engagement and wellbeing at work

Staff engagement

In our 2023 staff survey, we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice.
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.



Universities UK is the collective voice of 140 universities in England, Scotland, Wales and Northern Ireland.

Our mission is to create the conditions for

UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Universities UK acts on behalf of universities, represented by their heads of institution



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