



Governance Manager and Assistant Secretary to Council

Post Reference: NU6026

Salary Scale: £39,906 – £43,482 per annum

Vice-Chancellor

Professor Jackie Dunne

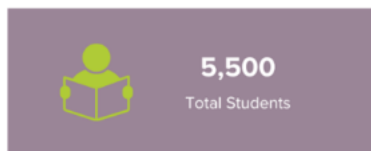


Birmingham Newman University is located on Genners Lane, Bartley Green,
Birmingham, West Midlands, B32 3NT.

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6th in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our

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portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

Job Description

Job Title: Governance Manager and Assistant Secretary to Council

Grade: 7

Salary: £39,906 - £43,482

Hours: Full-time

Department: University Secretary's Office

Reporting to: University Secretary

Purpose of Post:

The Governance Manager and Assistant Secretary to Council supports the University Secretary in their role as secretary to the University's Council and its committees and, more widely, institutional governance effectiveness, providing advice to the University Council and senior postholders in discharging their responsibilities for the effective leadership, management and governance of the University in a manner consistent with the University's legal and regulatory obligations and its values and ethos. The postholder will service a number of corporate and executive committees and working groups, and build requisite knowledge and understanding to support progressing business. The portfolio will also incorporate having responsibility to undertake related projects and to support policy development and implementation aligned with legal, regulatory and statutory frameworks.

Managing relationships with key stakeholders at all levels and supporting the University Secretary in aiding effective communication and engagement between the executive and Council, suitably managing any potential tensions, is a crucial part of the role.

1. Main responsibilities:

- i) Assisting the provision and effective functioning of the University's corporate governance arrangements, and acting as a key point of contact for Council members, particularly the Chair and Chairs of sub-committees, the University's University Leadership Team as well as facilitating appropriate engagement between the Council and staff and students.
- ii) Facilitating the development and maintenance of the calendar of meetings and schedule of business for Council and its committees to enable Council members to undertake their responsibilities effectively and in line with regulatory deadlines; ensuring that statutory returns are met in a timely and considered fashion and supporting both vertical and lateral communications. This includes planning across the 18 month governance cycle as well as flexibility and responsiveness to respond to often competing short-term priorities.
- iii) Drafting high-level communications, papers, reports, briefings, and management information for a range of internal and external audiences to aid effective engagement, discussion and decision-making as required.

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- iv) Maintaining an efficient, effective, accessible and fit for purpose platform for Council papers and communications (currently via Teams and Sharepoint), and ensuring related guidance and briefings are provided for Council members.
 - v) Managing annual reporting and declaration processes under the direction of the University Secretary, e.g. annual returns to the Charity Commission and Companies House, maintaining the Company Register, and associated recruitment, appointment and termination procedures of members in line with the legal and regulatory requirements together with the register of interests.
 - vi) Supporting the recruitment and induction processes for University Council members, keeping under continual review potential upcoming vacancies together with the skills, experience and diversity of members aligned to sector good practice.
 - vii) Servicing and supporting a range of committees and working groups as may from time to time be required, drafting agendas, collating papers producing minutes, communicating actions and steering business.
 - viii) Coordinating online and in person meetings and events, including Council Strategy Days, dinners and joint Senate and Council meetings, including logistic and administrative arrangements.
 - ix) Facilitating and coordinating, under the direction and guidance of the University Secretary, appropriate mechanisms for annual and periodic governance effectiveness reviews in line with Council and sector expectations.
 - x) Working with colleagues to support good corporate records management and maintenance of the institutional policy register.
 - xi) Supporting the development and maintenance of the University's Governance Framework and good governance practice across the University, including development of associated guidance, templates and advice.
 - xii) Undertake any other such activities or duties as may be reasonably expected within the scope and grading of the post.
- In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' or 'highly restricted information' as part of their duties
 - For all staff the place of work is Birmingham Newman University. For Professional and Support posts, please note that this role requires the role holder to work predominately on campus

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in

equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Criteria	Form of Assessment
Educational Qualifications and Training		
Essential	Graduate level qualification, or commensurate experience	Application
Essential	Evidence of ongoing professional development	Application / Interview
Desirable	Governance or company secretarial qualification, or working towards one	Application
Desirable	Legal qualification or equivalent demonstrable expertise	Application
Relevant work experience and/or knowledge		
Essential	Experience of making decisions, solving problems, and providing politically sensitive advice to senior executives in a complex environment where the implications can have a critical impact on the reputation of the organisation.	Application / Interview / Presentation / Exercise
Essential	Experience of dealing with highly-confidential data and information; understanding the security implications and acting accordingly to comply with appropriate data protection requirements and discretion.	Application / Interview
Essential	Experience of being responsible for administrative and office systems and procedures, including the ability to assemble, evaluate and analyse information to inform sound judgements.	Application / Interview / Presentation / Exercise
Essential	Experience of working in a busy, complex environment with competing priorities across a broad portfolio	Application / Interview / Presentation / Exercise
Essential	Experience of working within the HE regulatory and legislative and/or policy context.	Application / Interview / Presentation / Exercise
Essential	Experience of devising and delivering systems, processes, and policies to improve the effectiveness of organisational governance structures and practices in line with the	Application / Interview /

	relevant laws, regulations and sector-specific codes.	Presentation / Exercise
Essential	Sound understanding of governance good practices at board level, and the ability to apply appropriately within the context of the University.	Application / Interview / Presentation / Exercise
Desirable	Experience of acting in a institutional governance role within the HE sector.	Application / Interview / Presentation / Exercise
Desirable	Proven track record of reviewing and writing and being responsible for implementing institutional policies.	Application / Interview / Presentation / Exercise
Relevant and/or Specific skills required		
Essential	Excellent writing skills, including proofreading and editing skills, and the ability to communicate (verbally and in writing) complex conceptual ideas, detailed, technical or specialist information to a variety of audiences across the University.	Application / Interview / Presentation / Exercise
Essential	Excellent interpersonal skills and an ability to relate well to colleagues at all levels of the organisation and experience of proactively and reactively liaising with internal and external contacts at all levels to build relationships, network, disseminate information and co-ordinate activities in a timely and effective manner.	Application / Interview / Presentation / Exercise
Essential	The ability to provide guidance and advice to senior leaders, exercising sound judgment. Work independently and use own initiative to take responsibility for decisions in complex situations and understand when to seek advice and / or refer decisions or consult with others.	Application / Interview / Presentation / Exercise
Essential	Advanced proficiency in the Microsoft suite of programmes, including Teams and Sharepoint, and excellent data and records management skills and ability to apply to support continuous improvement.	Application / Interview / Presentation / Exercise
Essential	Evidence of strong personal organisation and planning skills with the ability to simultaneously manage a range of projects and activities to successful delivery.	Application / Interview / Presentation / Exercise
Essential	Collaborative approach and willingness and ability to thrive in a culture of continuous improvement, recognising the need for a high level of accuracy and attention to detail.	Application / Interview / Presentation / Exercise

Desirable	Project management skills and ability to coordinate and engage others to achieve outcomes	Application / Interview / Presentation / Exercise
Personal qualities and attributes		
Essential	Excellent oral and written communication skills; evidence of being able to interact articulately and confidently with colleagues, academic staff, senior university staff, members of Council and representatives of external agencies.	Application / Interview / Presentation / Exercise
Essential	Highly (self) motivated. The ability to complete tasks based on broad direction and minimum supervision. Highly resourceful – able to source, analyse, and interpret information (that is often complex by nature).	Application / Interview
Essential	Enthusiastic and adaptable – evidence of a high degree of proactivity, initiative and personal resilience with experience of developing innovative solutions to problems; ability to remain calm and deal with issues professionally under pressure.	Application / Interview / Presentation / Exercise
Essential	Capable of managing difficult conversations with internal and external stakeholders – articulating calmly yet authoritatively the policy or regulatory position whilst acting with empathy and respect.	Application / Interview / Exercise
Desirable	Experience of and desire to work within a values-driven organisation and an ability to operate effectively in the context of institutional mission and values.	Application / Interview / Presentation / Exercise
Other		
Essential	Flexibility to periodically work outside of core hours to meet deadlines and support evening and twilight meetings.	Application / Interview
Essential	Basic DBS check required	

General Terms & Conditions of Employment

This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 7 £39,906 - £43,482 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will

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have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 25 September 2026

Interviews will take place on: 16 October 2026

Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)