

Appointment brief

Director of Governance

January 2023

Reference: IATALB



About the Royal Veterinary College

The Royal Veterinary College is the UK's largest and longest-established independent vet school and is a Member Institution of the University of London.

Originally established in Camden, North West London, in 1791, the RVC received its first Charter of Incorporation from Queen Victoria in 1875. The Royal Veterinary College became a full part of the University of London in 1949, whilst retaining its independence with its own Royal Charter, and in 1955 acquired a large estate in Hertfordshire which is today our modern and vibrant Hawkshead campus.

Our facilities include the Queen Mother Hospital for Animals in Hertfordshire, which today treats over 7,000 patients a year, Europe's largest small animal hospital. The College also owns and manages the London BioScience Innovation Centre; which was London's first centre for early-stage life science companies. This puts the College at the heart of biotechnology and other biomedical research in London and opens doors for research collaboration.

Today, the RVC offers an impressive range of undergraduate, postgraduate and CPD programmes, with a student population of over 2,500. Among our 1,000 employees, we have over 150 research-active academics, involved in programmes that address both basic and clinical problems in the biosciences, with applications across human and veterinary medicine. Our programmes have international appeal and attract students who go on to become practicing veterinarians, research scientists, veterinary nurses and leaders in industry and government.

As one of the world's leading specialist veterinary and biological science research institutions, the RVC brings together talented individuals; all of whom share a passion for human and animal health and welfare.

- It is one of the few Veterinary schools in the world whose veterinary medicine courses are accredited by RCVS in the UK (with reciprocal recognition from the AVBC for Australasia, the VCI for Ireland and the SAVC for South Africa), the EAEVE in the EU, and the AVMA in the USA and Canada, veterinary nursing courses are accredited by ACOVENE and RCVS, and biological sciences courses are accredited by the Royal Society of Biology.
- The RVC is ranked as the top veterinary school in the world in line with the QS World University Rankings by subject, 2022.
- In 2017, the RVC received a Gold award from the Teaching Excellence Framework (TEF) – the highest rating a university can receive.
- A research led institution with 88% of its research rated as internationally excellent or world class in the Research Excellence Framework 2021.
- In 2020, RVC was also one of the first institutions in the UK to be awarded Association of University Administrators' Mark of Excellence for its commitment to Professional Services people development.

To read our latest strategy, please click on the link: [RVC Strategic Plan 2022-2026](#)

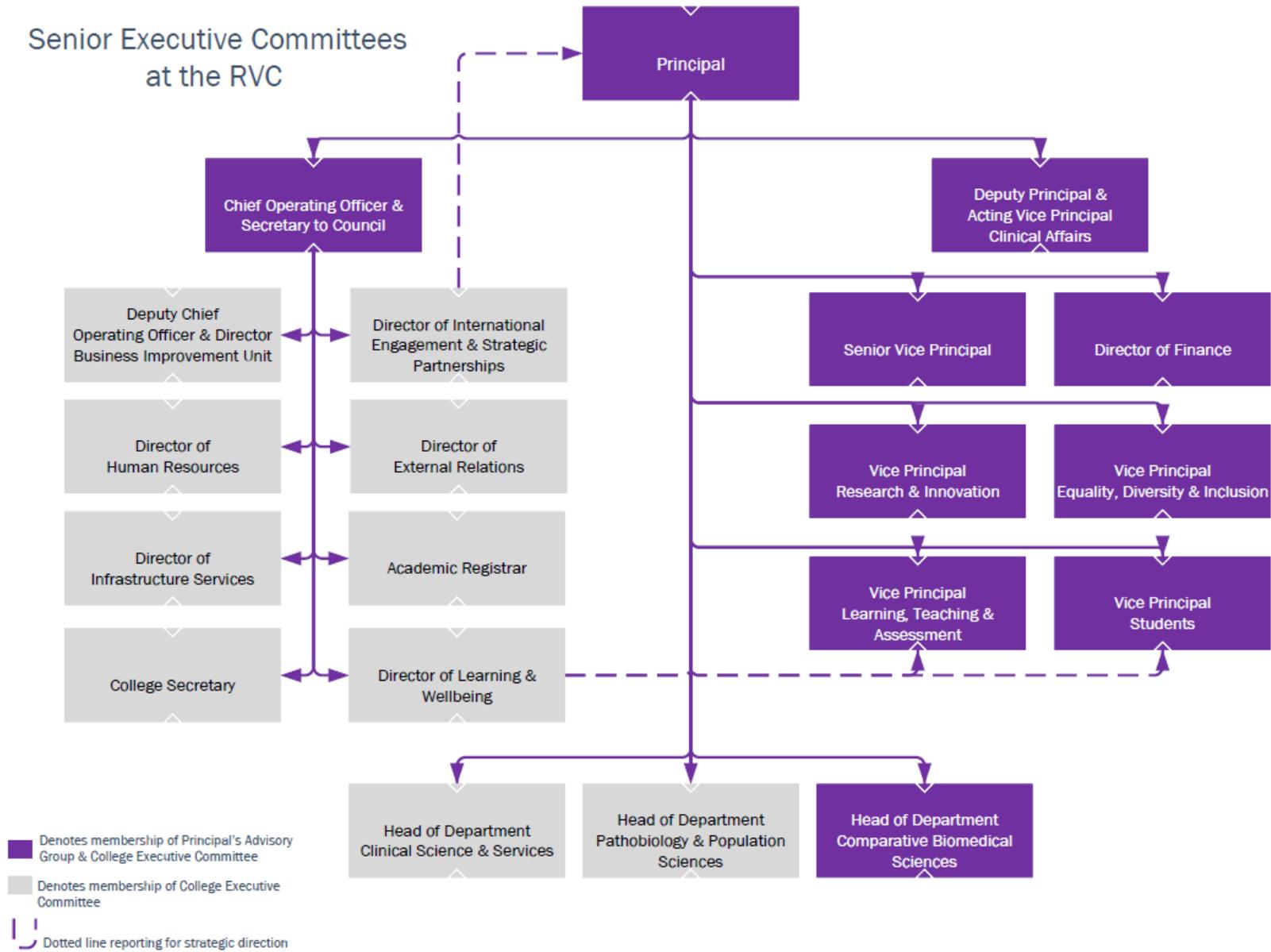


Our mission

The mission of the Royal Veterinary College is to be a leading international authority in education, clinical care, research, expert opinion and employment in veterinary and biomedical sciences.



Senior Executive Committees at the RVC



The Role

Accountable to: Chief Operating Officer & Secretary to Council

PURPOSE OF POST

Lead the provision of efficient and effective services which help deliver the RVC's strategic, operational, regulatory and compliance related objectives and obligations. Provide an advisory function that sets standards, proactively engages with and supports the RVC and its Missions, delivered in accordance with the following operational principles:

- Organisational Alignment
- Customer Focus
- Resilience and Innovation
- Straightforward Delivery
- Responsibility and Sustainability



KEY ACCOUNTABILITIES

Governance and Strategy:

- In consultation with the Principal and the COO, and working closely with the Chair, lead the governance team in providing high-quality support to Council, its committees, and sub-committees, ensuring the proper conduct of meetings, and the efficient management of business and flow of information.
- With the Principal, COO, Chair, and other College Executive Committee (CEC) members, develop the RVC's governance framework and processes to reflect good practice and encourage a culture of open and effective governance.
- Ensure all business of Council and its Committees is conducted in accordance with the RVC's governance and regulatory frameworks; and provide guidance to Council, the Principal's Advisory Group (PAG) and the CEC on matters relating to governance and compliance.
- Attend, contributing appropriately, to meetings of Council, its Sub-Committees, the PAG and other committees, as agreed with the Chair of Council, the Principal, and the COO.
- Ensure governance administration and regulatory compliance processes are effectively integrated with the strategic planning and operational management structures of the RVC.
- Contribute to the strategic planning process, including the preparation of the Strategic Plan, and take the lead in reporting to Council, PAG and CEC on progress against Key Performance Indicators (KPIs).
- Lead the implementation of RVC's information governance framework, ensuring appropriate processes are in place and effectively managed to enable effective compliance with legislative requirements including freedom of information, data protection, and a variety of other legal matters.
- Work with the Business Improvement Unit (BIU) to oversee the management, development, and implementation of the RVC's Risk Management framework and promote a culture of positive risk management.
- Ensure high quality record keeping and records management, in accordance with the College's Information Governance strategies, national policy, guidance, and legislation.
- Co-ordinate and review the production of key statutory, regulatory, financial, and professional returns, working with other teams where necessary to ensure both accurate and timely submission, and their effective integration with planning processes.
- Maintain an appropriate skills matrix for Independent Members of Council and ensure an effective programme of recruitment, induction, and development so they are aware of their responsibilities and the distinction between governance and management.
- Undertake due diligence prior to and after the appointment of Independent Members.

Leadership & Management:

- Contribute actively as a member of the Professional Services Division (PSD) management team and deputise for/represent the COO internally and externally as required.
- Communicate, and ensure all Secretariat staff understand, the Strategic Plan and PSD Operational Plan, and how their roles support the delivery of both.
- Enable all Secretariat staff to meet, or exceed, their potential through effective use of the RVC Behaviours Framework and Professional Services Operational Principles.
- Ensure a supportive management culture within the Secretariat focused on delivery. Engage regularly with direct reports and complete formal appraisals on schedule to ensure performance is optimised and underperformance swiftly addressed.
- Collaborating with the Director of HR as necessary and taking account of the College's overall framework for Staff Development, to arrange for team development events for Secretariat staff and wider groups of staff as required.

Planning & Organising Resources:

- Support the delivery of RVC's Strategic Plan by leading the formulation of the Secretariat's Operational Plan (which forms part of the wider Operational Plan for Professional Services).
- Oversee financial planning for the Secretariat to ensure it operates efficiently within budget and provides value for money.
- Initiate and implement ways of improving efficiency and effectiveness to maintain a culture of continuous improvement.
- Be accountable to the COO for the delivery of the Secretariat Operational Plan and Secretariat services, providing regular updates on progress and highlighting potential challenges as required.

Digitalisation & Data:

- Working with the Deputy COO/Head of the Business Improvement Unit, make business cases and secure budgets for essential systems and identify priorities for future development.
- Optimise the use of digital systems to ensure the accuracy and timeliness of returns and reports as appropriate.
- Optimise the use of digital systems to ensure the production of timely and accurate data that drives management decisions.
- Ensure sound business process connection between the Secretariat and other Professional Services which permits effective flow of data.
- Ensure staff at all levels are equipped with the digital skills necessary to perform effectively in a data driven environment and to work effectively in a variety of physical and digital settings.

Service Delivery:

- Oversee all arrangements for servicing Council, its committees, and sub-committees, ensuring efficient drafting and distribution of agendas, committee papers and minutes.
- Prepare high quality briefing papers, management reports and other documents for Council, Academic Board, PAG, CEC and other meetings as required.
- Support the COO in the dissemination of (sometimes highly complex) information to all levels of the RVC and to appropriate internal and external stakeholders.
- Take the lead in engaging with Professional, Statutory and Regulatory Bodies (PSRBs) and other relevant organisations, to ensure the RVC complies with existing and developing regulatory frameworks.
- With the COO, ensure the Secretariat are an effective first point of contact with RVC colleagues on a variety of matters and with appropriate PSRBs and accrediting bodies.
- With the COO, ensure the Secretariat provides effective advice and guidance to staff on statutory and compliance matters and contributes to strategic thinking and development.

Liaising and Networking:

- Build and maintain an effective network of contacts in Government, PSRBs, including the Office for Students and Committee of University Chairs and other relevant external bodies. Maintain and develop own professional knowledge of guidance and best practice in governance and compliance matters.
- Develop good working relationships and maintain good communication with other departments and services within the RVC by attending local meetings and representing the COO as appropriate.
- Working with the Principal and COO, develop and maintain effective relationships with the Chair, Deputy Chair, Honorary Treasurer, and other Independent Members of Council.
- Liaise closely with the COO, the Deputy and Vice-Principals, the Heads of Academic Departments, Directors, and Heads of Professional Services teams to ensure Council receive appropriate assurance on all aspects of the College's business.
- Assist in the co-ordination of activities between Council committees, Academic Board, and other College committees.

General:

- The job holder will have access to and must therefore at all times respect the confidentiality of personal and organisationally/commercially sensitive information.
- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.
- Help ensure the Health and Safety of the Secretariat through compliance and active engagement with relevant H&S Policies and procedures.

Person specification

Skills, Knowledge & Experience:

Essential:

- Degree level qualification (or equivalent)
- Substantial experience of committee administration, including presenting to formal committees.
- Ability to grasp issues quickly, proactively anticipate problems and identify beneficial solutions.
- Excellent IT skills, including the ability to learn and use new software packages.

Desirable:

- A legal qualification and/or experience of working in legal or paralegal environment.
- Experience/good understanding of Data Protection/Freedom of Information legislation and regulation.
- Substantial experience of institutional planning and reporting processes.
- Project management skills, e.g., Prince 2.
- Experience of risk management processes.
- Sound knowledge of HE governance principles and good practice, including the Principles of Public Life.
- An understanding of the contemporary HE environment and how this is affected by developments in the wider economy and society.

Communication:

Essential:

- The ability to communicate complex information accessibly to specialist and non-specialist audiences.
- Sophisticated interpersonal skills, including the ability to communicate orally and in writing with, and to influence, people at all levels of the institution.
- Ability to identify sensitive issues and exercise a high level of discretion and confidentiality.
- Ability to debate and challenge proposals assumptions and plans at senior level.

Desirable:

- Experience of developing institutional policies and/or practices.
- Experience of developing accessible guidance and advice.
- Experience of devising and delivering training sessions and online training materials.

Liaising and Networking:

Essential:

- Proven ability to build effective working relationships with people at all levels.
- Ability to engage effectively with a range of PSRBs and other HE stakeholders, e.g. BIS, OfS, CUC, UUK, HESA; Research Councils and Advance HE.

Teamwork and Motivation:

Essential:

- Experience of leading and managing professional administrative teams.
- Ability to work effectively as part of a team while also being able to work efficiently under own initiative.
- A positive, flexible outlook.

Planning & Organising Resources:

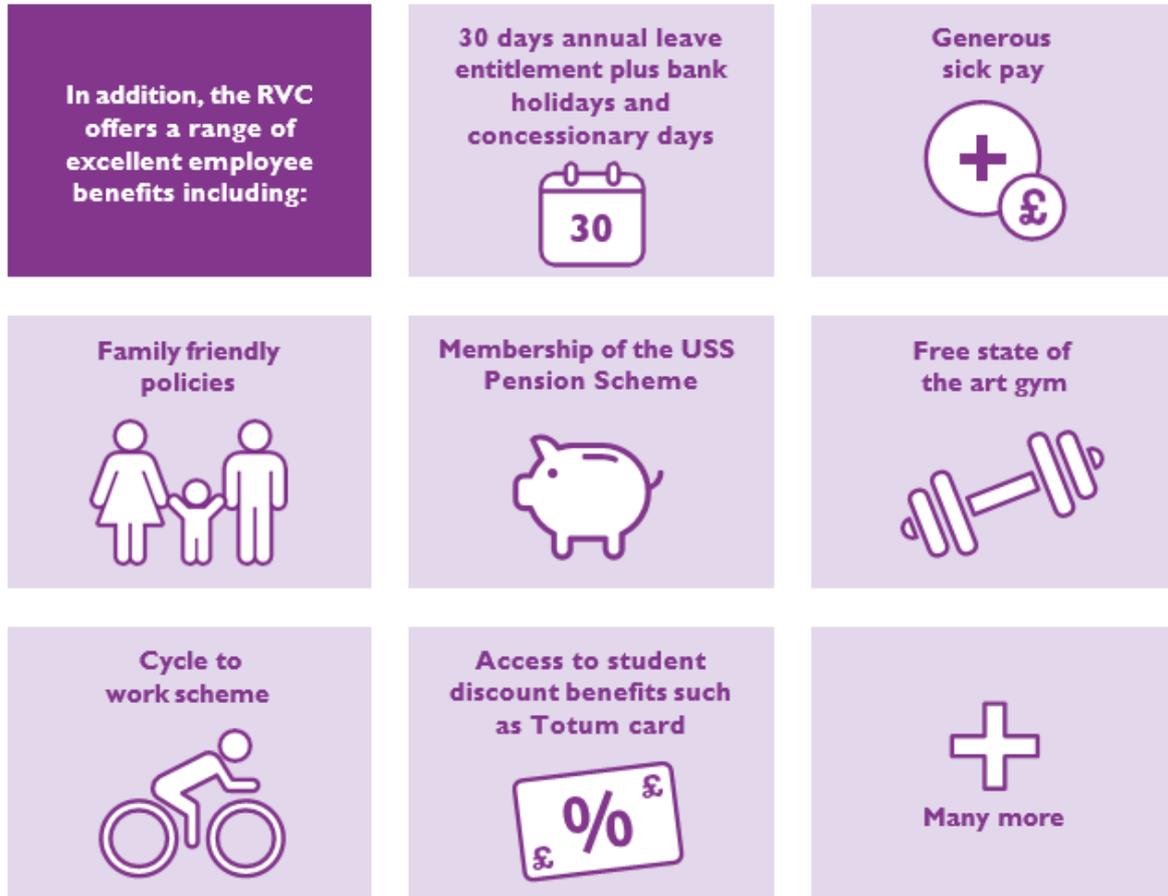
Essential:

- Ability to prioritise a varied workload and plan ahead to meet deadlines.
- Ability to work with minimal supervision and prioritise conflicting demands.
- High tolerance of ambiguity.



Terms of appointment

Salary will be competitive and commensurate with experience and with the seniority of the post.



For comprehensive details on the range of benefits RVC employees enjoy, click [here](#).

The RVC values Equality, Diversity and Inclusion and therefore welcome applicants from all backgrounds and communities. We particularly encourage and welcome female applicants, applicants with a disability, and applicants from a Black, Asian, Minority Ethnic (BAME) background as we are committed to increasing our representation within these groups who are currently under-represented at senior levels within the RVC. Balancing both the needs of the business with those of our staff, we will consider applications to work on a flexible basis where possible.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the RVC on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code IATALB.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on Friday, 3rd February.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



Saxton Bampfylde

LONDON

9 Savoy Street
London WC2E 7EG

EDINBURGH

46 Melville Street
Edinburgh EH3 7HF

saxbam.com

Partners in **Panorama** - Search around the world
panoramasearch.com