



**Candidate Information for the Post  
of Deputy Clerk to the Board of  
Governors and Company  
Secretary (Ref 0987a)**

November 2022

# About Leeds Trinity University

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**A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.**

We pioneered the inclusion of professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience. We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching.

Professional Services teams form an integral part of our organisation by supporting the University's ambition to become renowned as a centre for research excellence. Covering various roles and responsibilities, these teams contribute to the University's growth of quality provision, in return we provide an enriched environment where you are empowered, developed and supported to achieve your best potential.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





## Vision, Mission and Values

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**Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.**

### **Our Vision**

We will be a leading career-led and applied university. Our students will achieve outstanding outcomes. Our well-rounded learners and graduates will be sought by employers. They will shape a rapidly changing world.

### **Our Mission**

Rooted in its Catholic foundation, Leeds Trinity is a diverse and inclusive University welcoming students from all backgrounds and beliefs which exists to provide a transformational educational experience, forming students and learners whose lives will flourish and find wholeness in their work and world.

Focused on the innate dignity and value of each person, we seek to provide our students with a distinctively supportive academic and professional community, empowering them to discover their unique gifts and talents, and so fulfil their personal and professional potential.

Our leadership and governance are committed to promoting social solidarity and the Common Good through our commitment to social justice, enhancing opportunities, collaboration, and adding value to the lives of our students, staff, and University community.

### **Our Values**

Rooted in our Catholic heritage, our core values define us as a University, and we seek to uphold them in all that we do.

- Dignity and Care
- Solidarity and Service
- Honesty and Integrity
- Respect and Inclusivity
- Knowledge and Excellence



## Why Work For Us

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**Working life at Leeds Trinity University is friendly, inclusive and ambitious. We strive to create a respectful and open-minded place to work and as a member of the community you'll have access to a wide range of benefits to support your work/life balance, development and wellbeing.**

### **Working Week**

A 35 hour working week, including flexible working opportunities.

### **Annual Leave**

Starting at 25 and rising to 30 days paid holiday every year with up to 15 days in addition for bank holidays (pro rata where applicable) and days when the University is closed (including the Christmas period). Ability to purchase additional annual leave.

### **Personal and Professional Development**

Access to a wide range of personal and professional development opportunities, including coaching and mentoring and the opportunity to apply for further study and professional qualifications.

### **Pay and Pensions**

A generous pay package with annual reviews and incremental progression. Membership to the Local Government Pension Scheme with a generous employer contribution of 19.3%

### **Campus and Facilities**

Set on a spacious campus in Horsforth with plenty of outside space and onsite chargeable parking.

### **Family Friendly Policies**

Generous family leave, including maternity, paternity, adoption and parental leave. Onsite private nursery.

### **Health and Wellbeing**

We offer several initiatives to support our employees mental, physical and financial wellbeing. These include access to an Employee Assistance Programme which gives free confidential legal, financial and consumer advice as well as a range of counselling services. We have an on-site fitness centre with significantly reduced membership.

### **Discounts and Other Benefits**

Access to Trinity Perks, our employee discount portal which offers a range of discounts including supermarkets, high street stores, food and drink outlets and cinemas. Salary sacrifice schemes including bike to work and other travel discounts.

### **Community**

Several employee run networks to promote equality, inclusion and diversity for all.

Volunteering policy to allow employees to give back to the community and make a difference.

# Work with us at Leeds Trinity University



## Deputy Clerk to the Board and Company Secretary

Hours of Work: Full-time (35 hours per week)  
Contract type: Permanent  
Salary: The starting salary will be from £35,333 up to £37,474 per annum in Grade 7a, depending on qualifications and experience

The Board of Leeds Trinity University are looking to recruit a Deputy Clerk to the Board and Company Secretary to support the Clerk to the Board and Company Secretary, the Chair of Board, members and Executive with the governance of the University, as we work towards delivery of the 2021-26 Strategic Plan. The University commits to the ongoing professional development of all staff and this role provides an exciting opportunity for a candidate with the right skills and experience to further develop their professional career, as our governance support arrangements evolve in the coming years.

Working closely with the Clerk and with the Committee Chairs, members, Executive and the Executive Assistant to the Clerk to the Board, the Deputy will take the lead in supporting the sub-committees of the Board and work with the Clerk on all other governance support matters at Leeds Trinity.

Leeds Trinity is entering an exciting period of growth as we begin to deliver on the strategic plan in relation to delivery locations and continued curriculum developments, so as to best engage and support students for tomorrow's workplace.

At the same time student experience is central to governance work at Leeds Trinity and we are proud of our National Student Survey (NSS) 2022 overall satisfaction score of 80%, which is above the sector average and places Leeds Trinity joint first in Yorkshire and the Humber, and joint 25th in the UK\*.

The NSS 2022 results followed the publication of the Higher Education Statistics Agency's Graduate Outcomes survey results which place Leeds Trinity top in Yorkshire for employability, and 15th in the UK, with 97% of our graduates in employment or further study within 15 months of finishing their studies\*\*. Furthermore, the University is in the top quartile of the results from the recent Advance HE Postgraduate Research Experience Survey (PRES) with 93% for overall satisfaction, which is well above the global average of 80%.

\* Mainstream university: Non-specialist Higher Education Institution. The results (%) used in this analysis are rounded to whole numbers in line with common practice across the sector and some league tables.

\*\* Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2022. For more information see [leadstrinity.ac.uk/gosurvey](https://www.leadstrinity.ac.uk/gosurvey)

For an informal conversation about the post, please contact Craig Williams (Clerk to the Board and Company Secretary) at [c.williams@leadstrinity.ac.uk](mailto:c.williams@leadstrinity.ac.uk)

Further information about Leeds Trinity University can be found at [Welcome to Leeds Trinity University - YouTube](#)

**Closing date for applications: Friday 25 November 2022**

**Interviews for this post are expected to take place during week commencing 5 December 2022**



# Job Description

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## **Purpose of the Role:**

The role leads on Committee governance support and advises Governors (as the Board of Directors of the Company and Trustees of the charity) and senior staff on governance matters.

Facilitate and maintain effective working relationships with Chairs of Sub-Committees, the Vice-Chancellor, Executive Directors, the Chair of the Board, other members of the Board and Co-opted Committee Members.

## **Responsible to:**

Clerk to the Board of Governors

## **Main Duties and Responsibilities:**

1. To be responsible for a high standard of professional support to the governing body and to act as secretary to its standing committees.
2. To lead on the support for Board Committees, the respective Chairs and members with regard to their duties and responsibilities in relation to:
  - The University's Articles of Association
  - Audit Code of Practice, Standing Orders, Committee Terms of Reference, CUC codes of practice, financial regulations and procedures and Financial Memorandum
  - All relevant legislative requirements
  - The requirements of the Office for Students (OfS) and other external bodies
  - Governance best practice
3. To provide advice and guidance on the University's Constitutional Provisions to ensure that Committee business is conducted in accordance with the Standing Orders, Committee Terms of Reference and other regulatory requirements.
4. To have lead responsibility for the formal filing requirements in respect of statutory documentation for Companies House and Charity Commission being returned by the due date and that Companies House is notified of changes to the membership of the Board of Governors within the stated limits.
5. To advise the appropriate Committees if any proposed action exceeds the Committee's powers or is contrary to legislation or other requirements e.g., OfS.
6. To provide and/or obtain appropriate legal or other specialist advice for the Committees and/or its individual members in regard to the conduct of appropriate Committee business.
7. To assist with the recruitment and appointment of members to the governing body and its committees, the development of strategies to further enhance the skills and diversity of the governing body and governor induction.
8. To assist the Clerk to the Board and Company Secretary in fulfilling any other duties in connection with the office of Company Secretary and deputise for the Clerk as and when required.

9. To produce/commission high quality reports for consideration by the Committees of the Board or other Committees as may be requested in relation to governance.
10. To be responsible for the day-to-day relationship with the professional services firm providing internal audit services for Audit Committee under a managed outsourcing arrangement.
11. To assume responsibility for drawing to the attention of Committee members any conflict of interest, actual or potential, between any member of the Committee and their role as a Governor.
12. To lead on the support for Committee members, in particular the Chair of the respective Sub Committee and Executive, on key Committee business and attend all meetings of Committees, ad-hoc task and finish groups or working parties.
13. To assume responsibility for all matters regarding the governor portal in relation to the governance platform provider (BoardEffect) and its use by Governors, Executive and the Executive Administration team.
14. To assist the Board and Clerk with obligations in relation to Prevent, safeguarding, freedom of speech, whistleblowing, disclosure and conflict of interests, and reportable incidents.
15. To assist with the development and maintenance of the annual and ongoing schedule of business for the governing body and its committees, ensuring the effective and efficient flow of business between different elements of the University's governance structure.
16. To assist with the development and production of new or revised University governance policies, procedures and revised CUC Codes (including self-assessments) to enhance the University's governance arrangements.
17. To enable regular governance effectiveness reviews and any consequential recommendations for change resulting from reviews.
18. To work with the Clerk to ensure that the Board, Committees, Chair of the Board and members undertake regular reviews of their effectiveness and are informed of the implementation of any outcomes.
19. Attend relevant external meetings, events, training courses and participate in external networks to keep up to date with best practice in sector.
20. To lead on the monitoring and circulation of relevant information from CUC, WONKHE and Advance HE and posting appropriate information on the Governor portal for member's attention/reference.
21. To work closely with the Executive Assistant to the Clerk to the Governors in the discharge of administrative tasks associated with the remit of the role.

**General Duties:**

- To ensure the use of data complies with current regulations, particularly those relating to GDPR.
- To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.

- To advocate, promote and advance equity and social justice within their area of responsibility.
- To carry out any other duties commensurate with the grade of the post as may be directed by the line manager, following due consultation.

This job description is current on the date indicated below. It is liable to variation by the Chair of the Board in order to reflect or anticipate University developments and changes in the post.

# Person Specification

## Methods of assessment:

A = Application Form, I = Interview

## Essential criteria

Qualifications & Professional Memberships	Assessment Method
1. First degree or equivalent qualification, or equivalent relevant professional experience.	A
<b>Skills, Knowledge &amp; Experience</b>	
2. Excellent knowledge of the practice and application of good governance in an education setting.	A
3. Excellent planning and organisation skills, including the ability to deal efficiently with a number of simultaneous matters, balancing conflicting priorities and meeting deadlines.	I
4. Excellent written and verbal communication skills to be able to influence and persuade stakeholders at all levels and to write high level minutes and reports.	I
5. Excellent interpersonal and influencing skills with a high degree of emotional intelligence and meticulous attention to detail.	I
6. Ability to work as part of a broader governance team with Governors, Executive, students, management, to support the Board to deliver strategic objectives.	I
7. Ability to deliver a consistently high standard of customer focused service, reviewing and adapting services to ensure that the needs of key groups are understood and met.	I
8. Good working knowledge of Microsoft Office applications and how they might be used to professionalise governance support.	A, I
9. Good working knowledge of corporate governance and CUC guidance/codes.	I
10. Experience of working at a similar level within Higher Education or other large complex educational organisation.	A
11. Experience of organising governance meetings, taking minutes and following up agreed actions.	A, I
12. Experience of liaising, influencing and negotiating with a wide range of staff and students to achieve objectives.	I
13. Flexible approach to work to meet the demands of the service.	A
<b>Values, Behaviours &amp; Key Competencies</b>	
14. Ability to demonstrate a genuine commitment to equity and social justice in the fulfilment of your duties, interactions and behaviours with others, including actively supporting associated EDI Chartermarks awarded to the university.	I
15. Strong organisational skills with the ability to effectively manage a varied workload and meet deadlines. This may include demonstrable project management capabilities in relation to governance/governor development and the governor portal.	I

16. Ability to respond sensitively and appropriately to the needs of Student, Staff and Co-opted Committee Governors, including the ability to take appropriate action to ensure those needs are fully supported.	I
17. Discretion, tact and diplomacy and understanding the importance of adhering to the requirement of strict confidentiality.	I
18. Ability to respond sensitively and appropriately to ensure the safety, wellbeing and protection of others, as well as taking appropriate steps to raise any safeguarding concerns.	I

## Desirable criteria

<b>Qualifications &amp; Professional Memberships</b>	<b>Assessment Method</b>
1. Governance professional qualification (NVQ, Chartered Company Secretary qualification) or recent professional development in Clerking responsibilities in an education setting.	A
<b>Skills, Knowledge &amp; Experience</b>	
2. Knowledge of the constitutional and regulatory frameworks within which UK higher education institutions operate and awareness of the national higher education policy landscape.	I
3. Knowledge and experience of working within a strategic risk management framework.	I
4. Ability to facilitate, support and service face to face and on-line governance meetings.	I
5. An ability to interpret guidance, legislation and regulations and provide advice and guidance to others on the content.	A
6. A working understanding of a governor portal in relation to key governance documentation, meeting records and knowledge repository.	A
<b>Values, Behaviours &amp; Key Competencies</b>	
7. A commitment to flexibility in your approach to delivering duties and to supporting Governors, Executive, management and students across the University, including a willingness to work away from the University or to work hours flexibly, depending upon the demands of the role.	I

# Important Information

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## How to Apply

If you wish to apply for this position please visit [leedstrinity.ac.uk/jobs](http://leedstrinity.ac.uk/jobs) and complete the application form electronically by the closing date stated on the advert. Further details on completing the application form can be found at [leedstrinity.ac.uk/jobs/application-process-and-advice/](http://leedstrinity.ac.uk/jobs/application-process-and-advice/)

## Pre-employment Checks

All offers of employment are subject to pre employment checks including proof of right to work in the UK, satisfactory references and evidence of qualifications. All candidates are required to declare any unspent convictions.

## Safeguarding

The University is committed to providing everyone with a safe environment and we expect all employees to take responsibility for promoting and safeguarding the welfare and wellbeing of others.

Certain posts may also be subject to a Disclosure and Barring Service (DBS) check. Where relevant, this will have been outlined in the advert for the post.

## Equality, Diversity and Inclusion

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented within the University: LGBT+, Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.

Leeds Trinity is a Disability Confident employer and as such will offer an interview to any applicant who states they have a disability and meets the essential criteria for the position. If you require any additional information at any point in the recruitment process please get in touch.

## Contact Information

For any further information please contact the Human Resources Team on 0113 283 7130 or at [jobs@leedstrinity.ac.uk](mailto:jobs@leedstrinity.ac.uk).

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**[leedstrinity.ac.uk](http://leedstrinity.ac.uk)**



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