

JOB DESCRIPTION

POST TITLE:	Secretary to the Board
HOURS:	0.6FTE (22.5 hours per week, equivalent of 3 days per week)
GRADE:	L
RESPONSIBLE TO:	CEO

CONTEXT

Falmouth Exeter Plus (FX Plus) delivers shared services to the students and staff of Falmouth University (Falmouth) and University of Exeter (UoE) at their shared Penryn Campus. It also provides some services to Falmouth at its Falmouth Campus and to UoE at its Truro Campus. FX Plus is a higher education charity, jointly owned by UoE and Falmouth and is regulated by the Higher Education Funding Council for England (HEFCE).

FX Plus delivers services across a wide spectrum including library, IT, student support, delivery of major estates developments, facilities management, catering, sport, accommodation and retail.

The Penryn and Falmouth Campuses currently have a combined population of students and staff of around 7,000.

JOB PURPOSE:

This is an important role in reviewing and advising the CEO on the appropriateness and effectiveness of governance arrangements within FX Plus. The post holder is responsible for coordinating high-profile Board meetings, taking accurate notes, and working closely with Directors. The post holder is involved in meetings involving the strategic direction of services delivered by FX Plus to Falmouth University and University of Exeter, and must demonstrate high levels of confidentiality.

MAIN TASKS & RESPONSIBILITIES

1. Undertake the role of Company Secretary to FX Plus, Cornwall Plus Ltd and TDV Ltd (dormant), seeking legal advice where necessary. This involves responsibility for complying with the Companies Act and other legislation and regulation, and filing information as necessary with Companies House.
2. Be responsible for all aspects of arranging and servicing the FX Plus Board, Cornwall Plus Board, Remuneration Committee and other committees as requested in liaison with the Chair of the Board, the CEO and auditors etc; advise Directors on procedural matters connected with the running of these meetings; manage the annual cycle of meetings for the Board and senior committees in liaison with Falmouth University and University of Exeter.
3. Be responsible for all aspects of arranging and servicing the Senior Executive Team (SET).

4. Provide advice to the CEO and the Board on the effectiveness of the FX Plus committee system, ensuring it is appropriate and responsive to the aims and structure of the Company within the tenets of good corporate governance, and that committee constitutions are accurate and relevant.
5. Provide training on committee servicing to FX Plus staff across a range of formal committees and less formal liaison/working/project groups. Be responsible for providing appropriate templates for minutes, action notes, agendas and papers to committee secretaries and those responsible for writing reports.
6. Ensure that the main business discussed at the Board and other committees is communicated to FX Plus staff and other stakeholders, via the appropriate channels.
7. Collect, collate and check student and staff numbers (historical, actual and future target numbers) in liaison with Falmouth University and University of Exeter, and provide the data in a variety of forms to the CEO, Directors and other staff as required.
8. Update and maintain the strategic and directorate risk registers for FX Plus, in liaison with the Senior Executive Team and the Board.
9. Liaise with the Executive Support Team Manager to ensure that key performance indicators and targets are considered by SET and presented to the Board.
10. Update the decision-making pages and other governance-related material on the FX Plus website and the intranet (the latter is based on SharePoint).
11. Maintain the register of interests for Board Directors and the gifts and hospitality register for staff.
12. Maintain the audit tracker (tracking management action in response to internal audit report recommendations) in liaison with the Internal Auditor.
13. Draft parts of the Financial Statements for FX Plus and Cornwall Plus Ltd, in liaison with the Finance team and with the External Auditors.
14. Work within the Health and Safety at Work Act and Equal Opportunities. The post holder has the legal duties to: take reasonable care for all health and safety and that of others who may be affected by what you do or do not do; co-operate with the employer on health and safety, and not interfere with or misuse anything provided for health and safety welfare.
15. Attend training courses as necessary.
16. Participate in FX Plus's annual appraisal process.
17. Carry out other duties which do not alter the nature of the post or level of responsibility as required.

PERSON SPECIFICATION

Job Title: Secretary to the Board

<u>Attributes</u>	<u>Essential Requirements</u>	<u>Desirable Requirements</u>
Education / Qualifications	Qualified to degree level or equivalent. Excellent standard of English, both written and oral.	
Experience / Knowledge	Considerable experience of committee servicing at a senior level. Experience of managing complex corporate governance arrangements. Experience of advising senior staff and directors on how business should be conducted through the Board and other committees in line with legal requirements. Some knowledge of the role of the Company Secretary (including awareness of when to seek additional legal advice).	Experience of servicing committees in the higher education sector. Experience as a Company Secretary.
Skills / Personal Requirements	Ability to understand complex information and arguments and to summarise complex discussions accurately. Strong interpersonal skills; able to work with others including senior managers. Excellent attention to detail and accuracy. Enthusiasm and self-motivation, using initiative to improve systems and processes. Ability to work flexibly, responding to changing workloads and priorities. Ability to research and write reports if required. Able to maintain high levels of confidentiality. Confident and competent user of appropriate IT software including Word, Excel, Outlook, SharePoint.	Competent user of web content management systems