

## **Clerk to the Council – Corporate Services Directorate**

The Scottish Funding Council (SFC) is helping make Scotland the best place in the world to learn, educate, research and innovate. Investing around £1.8 billion of public money each year, SFC's funding enables Scotland's colleges and universities to provide life-changing opportunities for over half a million people.

### **Salary in the range: £30,387 - £35,779 per annum**

Based in our Edinburgh office, we have a vacancy for the Clerk to the Board of the Scottish Further and Higher Education Funding Council. The post-holder will also support the Council's committees.

This important role involves working closely with senior colleagues to plan and organise effectively the annual cycle of meetings and the agendas for meetings, together with collating and distributing papers to Board and committee members.

You will also help to arrange the induction and any necessary training for new Board members and maintain oversight of the changes in membership of the Board in support of the Secretary to the Council.

The Clerk will also be responsible for recording the actions and producing draft minutes of meetings. Other duties include maintaining systems to support the accountability of the Council and ensuring good practice and openness, including by keeping the register of Council Members' interests, updating Council member biographies, maintaining our codes of conduct, and managing the arrangements for publishing and disclosing Council papers in line with Freedom of Information legislation.

### **Skills and experience**

Applicants should have excellent written and oral communication skills and good organisation and planning skills. Experience of organising meetings and servicing committees is also necessary.

The role involves working with a wide range of people including staff, Board and committee members, as well as external stakeholders. It is important that you have highly developed interpersonal skills, as well as the ability to work independently and in a small team. Excellent report writing skills are necessary and you must be conversant with IT (we use Microsoft applications). Ideally, it is desirable that you have a good understanding of the current issues in further and higher education and an education to degree Level (SCQF level 9) or equivalent experience.

SFC is a friendly welcoming team working in a modern, fully accessible workspace. It is keen to receive applications from talented individuals from all walks of life. Applications from candidates with disabilities and those from minority ethnic communities are encouraged.

No CVs accepted unless submitted with a completed application form.

Applications and further details are available from our website.

Completed application and equality monitoring forms should be sent [HumanResources@sfc.ac.uk](mailto:HumanResources@sfc.ac.uk) no later than **9am on Friday 1 November 2019**. It is intended that interviews will take place in the week commencing **18 November 2019**.

***Committed to equality of opportunity***