

Job profile

Post: Clerk to the Council

Directorate: Corporate Services

Line Manager: Assistant Director Strategy

Purpose: To support the work of the Council and its committees by acting as Clerk to the Board of the Scottish Further and Higher Education Funding Council, and by acting as Clerk to the Finance Committee, Audit and Compliance Committee, Access and Inclusion Committee, and the Capital Decision Point Committee.

Key responsibilities

1. Support the effective planning, management and organisation of Council and committee business, including drafting agendas and minutes and securing papers in a timely fashion from colleagues.
2. Monitor the correct drafting and formatting of Council and committee papers and ensure their timely dispatch to Board and committee members.
3. Coordinate and organise the annual Board strategy meeting and dinner, including identifying a suitable venue and liaising with external participants.
4. Manage running-Council Board and committee running-cost budgets.
5. Maintain systems to support the accountability of the SFHEFC and good practice in governance and openness, including maintenance of the register of Council members' interests, biographies of Board members, operation of the Council's codes of conduct, and the arrangements for publishing and disclosing Council papers in line with Freedom of Information legislation.
6. Assist Communications staff in drafting and managing the publication of Council communications to internal and external audiences.
7. Provide briefings for the Chair, Council members and the Chief Executive as appropriate.
8. Arrange for 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.

9. Provide other support to the Secretary to the Council and Assistant Director for Strategy as required, drawing on relevant skills and experience.

Skills, qualifications and experience

Essential

- Excellent written and oral communication skills.
- Highly developed interpersonal skills.
- Good organisational and planning skills.
- Excellent report writing skills.
- Ability to work independently and in a small team.
- IT literate.
- Experience of organising meetings and committee servicing.

Desirable

- Good understanding of current issues in tertiary education.
- Qualified to SCQF Level 9 (degree or equivalent).

Status of Job Profile

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Committed to equality of opportunity

