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| Job Description |  |

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| Job Title | Programme Governance Officer |
| **Department** | Transformation Department |
| **Responsible To** | Director of Transformation/Programme Director |
| **Responsible For** | As described below  |
| **Grade** | 7 |
| **Location** | At any location across the partnership as agreed with the Director of Transformation |
| Job Objective |
| Working with the Director of Transformation/Programme Director the post holder will take ownership for developing and implementing the programme governance structure (Terms of Reference / Scheme of delegation) for the operating model programme. This will include the setting up of the committee structure overseeing the reform and ensuring effective delivery of programme governance and associated objectives.Responsible for monitoring and implementing processes to ensure an effective running of governance and assurance processes for the programme. Responsible for supporting the integration of programme governance and assurance structures and processes with UHI established governance structures. |
| Key Duties & Responsibilities |
| **Lead Programme Governance:*** Responsible for the governance lifecycle of the operating model programme (and associated projects), including the setup design, management, and monitoring of governance structures for the programme.
* Responsible for implementing, monitoring and advising on streamlined processes to effectively manage programme and project boards and committees, including the effective interrelation between these.
* Responsible for supporting the integration of programme governance structures and processes with university established governance structures, to ensure an effective approach to the smooth implementation of projects and enable delivery of outcomes and benefits
* Responsible for managing the workflow of decision-making documentation (such as business cases, papers, cases for change) throughout the governance processes for the programme.
* Responsible for ensuring that programme board/committee items follow appropriate processes and have accurately navigated governance processes. Responsible for ensuring that programme board outcomes (decisions and actions) progress through university governance routes as required
* Responsible for enabling programme stakeholders to effectively fulfil their roles (including chairs, sponsors, delivery managers, project managers and project support), through advice, templates, forward planning, and monitoring on the application of programme governance frameworks, processes and procedures.

**Committee Operation:*** Responsible for executive administration of the boards and committees, including devising governance documentation such as terms of reference for boards and committees.
* Ensuring board/committee members can fulfil their responsibilities effectively by providing guidance on governance protocols and ensuring all boards/committees have required information/papers in advance of meetings taking into account the often sensitive and confidential nature of the information being considered.
* Service programme meetings by providing highly accurate and highly confidential minutes, action, decision and risk logs.
* Responsible for liaising with Academic Partner Board Secretaries or equivalent to ensure the flow of relevant papers and information into their governance and decision-making structures.

**Effective Reporting:*** Ensure that the programme maintains effective reporting mechanisms.
* Develop reporting frameworks that capture the entire scope of programme activities.
* Create processes for all levels of reporting.
* Analyse data to identify trends, issues, and areas for improvement.

**Programme Team Support*** Work collaboratively with the programme team to ensure they are able to undertake their responsibilities effectively based on the outputs from the boards/committees (e.g. actions, communications, decisions, changes, risks).

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
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| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: 2nd August 2024 |