Job Description

Job Title: **Secretary and Registrar**

Reports to: Director

Date: October 2026

Main Purpose of Job

Delivery of a governance service supporting the needs of the Chair and, as Clerk to the Board of Governors, ensuring all matters related to the good governance of the School are compliant and compatible with the ethos and values of the School.
As a member of the senior leadership team, supporting the Director in implementing the School Strategy, translating academic strategy and policy into effective delivery.

Key Accountabilities

No.	Results area/heading	Accountability
1	Servicing the Board	• As Clerk, the organisation of all work associated with the Board and its subcommittees and providing the Chair and members of the Board with advice on the Statutory Instrument and Articles of Association; School Board of Governors Conventions and all matters related to the good governance of the School. • Responsibility for the procurement of legal advice to governors and the Senior Leadership team. • Providing advice and support, including administrative support, to the Chair of the Board. • Organisation of Board work providing advice on delegation and decision making. • Support to the Board on the search process for the Chair and Director • Where required, communication of Board of Governors' matters to staff, students, and stakeholders. • Advise Chair of Board of Governors in respect of any potential or real conflict that may arise between Board of Governors and Senior Leadership Group.
2	Company Secretary	• Advise on the legal implications and consequences of proposed courses of action, seeking legal advice where necessary. This involves Corporate and Charities compliance, responsibility for complying with the Companies Act and other legislation and regulation, and filing information as necessary and relevant with Companies House, and Office of the Scottish Charity Regulator (OSCR).

3	Corporate Governance	• As a member of the School leadership team and principal officer of the School, responsibility for corporate governance and the provision of related advice to the Senior Leadership Team. • Leadership and supervision of the Head of Governance Services and School Governance Team. • Oversight of the annual agenda planning for all Board business, ensuring Board and GSA academic and executive committees business planning and approvals are compatible and organised appropriately in line with external and internal requirements. • Continuous improvement of corporate governance, taking account of sector best practice including Scottish Code of Good HE Governance, other guidance including from CUC (Committee of University Chairs) and CSC (Committee of Scottish Chairs) and including advice to the Chair on the shape and size of the Board though the nominations process. • Leadership of Board effectiveness reviews and outcomes as required. • Responsibility for the implementation of the School whistleblowing policy and the provision of advice on internal and external complaints.

4	Implementing the GSA Strategic Plan	• Support the Director in implementing the School Strategy:
		  • leading on the organisation and delivery of internal audit processes for the school;
		  • working with Senior Leadership Group colleagues to develop and implement plans that anticipate, address, and mitigate the effects of various business interruptions;
		  • channelling legal and compliance communications so that the necessary actions are taken, for example in relation to freedom of information and data protection;
		  • responsible, as a senior member of staff and a member of the Senior Leadership Group for promoting inclusion and equality.

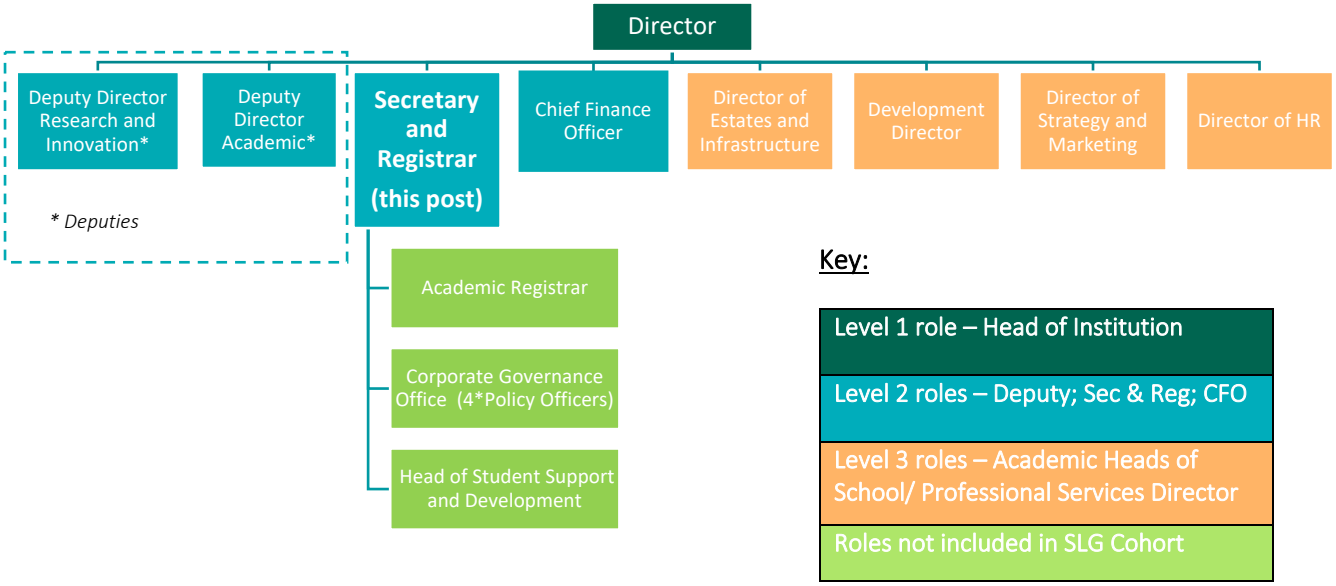
5	Student facing administrative services	• As a member of the Senior Leadership Group, reporting to the Director and working closely with the Deputy Director (Academic), Heads of School and senior academics, translate academic strategy and policy into effective delivery, creating and maintaining comprehensive, efficient and agile student facing administrative services, including: -
		  • overall leadership of the School Academic Registry function and line management of the Academic Registrar (Director of Registry Services);
		  • leading on the development and oversight of student services;
		  • making judgments on competing priorities and monitoring performance across multiple areas of activity;
		  • establishing and maintaining continuous improvement of those services including the creation and sustainability of a professional services function;
		  • leading and developing academic and relevant administrative infrastructure processes and systems, including the development of the Student Record System; enrolment; timetables, assessment and oversight of programme level administration;
		  • leading on Prevent and safeguarding duties for the school;
		  • senior leadership, expertise and overview of case work relating to complaints, academic misconduct, student appeals, student misconduct and student complaints.
		  • exercising sound financial management and accountability, supporting the delivery of efficient, effective services;
		  • fulfilling the role requirements of the Home Office Authorising Officer for the respective immigration responsibilities.
		
		• Be the Senior Leadership Group officer responsible for providing authoritative advice on matters associated with the student administrative life cycle:
		  • implementation of the School's quality assurance policy framework including oversight of regulatory body requirements and senior leadership advice on the management of quality and standards, working in partnership with the Deputy Director (Academic);
		  • academic regulatory matters (with Professional Bodies), including the School's academic regulations.

6	Management of Resources	• Transparent and clear line management in line with application of GSA policies, providing regular employee feedback and development. • Through robust resource planning and management ensure GSA resources within span of control – e.g. financial, estates, workforce – are deployed in line with strategic ambitions and plans.

7	Senior Leadership	• Support the Director in delivery of the Strategic Plan, leading and contributing to the implementation of the new strategies and achieving the key performance indicators. • Represent GSA at senior level at meetings, conferences, seminars and other events, locally, nationally and internationally. • Contribute to, and, where required, lead discussions at senior meetings and Board Committees. • Transparent and clear cascade of information across team/areas of responsibility. • Visible ethical leadership across all GSA activities. • Collaborating with colleagues, providing support, development and constructive challenge.
8	Strategic Projects	• Lead, develop and deliver cross-GSA strategic initiatives, projects and priorities as required.

9	Committee Membership	• As Clerk to the Board and Secretary attend the following Board Committees*:*
		  o Board of Governors
		  o Business and Estates committee
		  o Audit and Risk Committee
		  o HR Committee
		  o Health and Safety Committee
		  o Remuneration Committee
		• Member of Senior Leadership Group
		• As Registrar, member of Academic Council

Organisation Chart



Knowledge, Skills and Experience

Sector Knowledge	*Desirable:* • *Substantial and broad leadership and management experience in a Higher Education environment.* • *Experience of utilising the full potential of technology to enhance the efficiency and effectiveness of student facing services.* • *Vision and ambition to achieve the highest standards in the quality of student and academic administration and services*
Essential Functional/ Technical Skills	• First degree or equivalent. • Experience of managing complex corporate governance arrangements. • Demonstrable record of knowledgably advising and guiding senior Boards on governance and regulatory matters. • Experience of advising senior staff and directors on how business should be conducted through the Board and other committees in line with legal requirements. • Knowledge of the role of the Company Secretary. • Significant knowledge and experience of corporate governance and its administration. • Thorough knowledge of regulation, compliance and best practice. • A broad understanding of legislation relating to Data Protection, Freedom of Information, and UKVI immigration rules. • Extensive leadership and management experience with an ability to lead and influence effectively, demonstrating credibility. *Desirable:* • *Considerable experience of committee servicing at a senior level.* • *Significant experience of delivering and managing change at a tactical and strategic level within a complex organisation.*
Personal Attributes/ Competencies	• A role model for the GSA values and ethical leadership behaviours that underpin the vision and Strategic Plan. • Strong people and relationship management skills – diplomatic and collaborative. • Persuasion and motivational skills to promulgate and ensure the effective delivery of GSA strategy, and the ability to work with and through others at all levels. • Ability to listen well, understanding the needs of others and maintaining a high degree of integrity and confidentiality where necessary. • Excellent planning skills, allied to well-developed analytical and problem-solving skills, and a track record of delivering on plans to achieve targeted goals and to deliver to various, concurrent deadlines. • Excellent written and verbal communication skills, combined with the ability to summarise complex matters/ discussions accurately to senior staff in an understandable, credible and persuasive manner. • Ability to think strategically, critically and analytically to find effective solutions to complex issues. *Desirable* • *Ability to proactively identify effective service enhancements and delivery.* • *A coaching approach to team development.* • *Preparedness to constructively challenge and be challenged.* • *A strong track record of leadership contribution to organisational success through creative and innovative approaches.*

Dimensions (annual budgets, staff etc)

Responsibility for the following Functions:

- Corporate Governance
- Registry
- Academic Quality Office
- Freedom of Information
- Complaints and Whistleblowing
- Student Support and Development

Overall budget £ p.a.

- The total budget across the above functions is circa £2.3 Million.

Sources of funding

- GSA budget

Number of courses/students/type of students (i.e. qualification being studied for)

- c.3000 students

Number of people supervised in total (not just direct reports) = 40

Number of students supervised = n/a

Key external contacts

- Association of Heads of University Administration
- Universities Scotland
- Scottish Funding Council
- Government Agencies & Departments including OSCR as may be necessary
- Legal Advisers