



UNIVERSITY *of*
WORCESTER



Appointment of

University Secretary

Contents

3	Executive Summary
4	Job Description and Main Duties
7	Person Specification
8	The University of Worcester
11	Facts About the University
12	Additional Information
13	How to Apply



Executive Summary

The University of Worcester has long embodied its maxim, *Inspired for Life*, through a culture rooted in inclusion, creativity, effectiveness and friendliness. As an institution committed to democracy, progress and knowledge, we believe deeply in the transformative impact of higher education—both for individuals and for society. The University is committed to providing excellent education. High standards, inspirational teaching and extensive opportunities for student participation combine to enable our students to flourish.

Being *Inspired for Life* means supporting our students and staff to achieve their professional ambitions while encouraging them to apply their skills to help build a better world.

The University is now seeking an exceptional, forward thinking University Secretary to join its senior leadership team.

Reporting directly to the Vice Chancellor and Chief Executive and serving as a key member of the University Executive Board (UEB), the University Secretary acts as the University's principal adviser on legal, governance and regulatory matters. The postholder will also lead the University's Risk Management Framework and Business Continuity planning, strengthening resilience and readiness across the institution.

This is a highly collaborative leadership position, working closely with academic and professional services colleagues to shape policy, enhance governance, and support the University to thrive in a complex and rapidly evolving sector.

Job Description and Main Duties

Job Description

University Secretary

Senior Staff Pay Scale SB (£93,386 - £111,508)

Reporting directly to:

Vice Chancellor and Chief Executive

The University Secretary will be responsible for advising on any and all legal, governance and regulatory matters affecting the University, and provide high quality, clear and accurate advice, coupled with pragmatic and effective expertise and support in relation to a wide range of legal and compliance matters.

Reporting to the Vice Chancellor and Chief Executive and a member of the University Executive Board (UEB), you will ensure that the Vice Chancellor and Chief Executive, the UEB and the Board of Governors benefit from insightful expert advice.

You will have overall responsibility for the University's legal matters including (but not limited to) commercial, land and property matters, student matters, Data Protection/GDPR and Freedom of Information, as well as ensuring the University's compliance with statutory and regulatory frameworks. In addition, you will work with the Vice Chancellor to ensure that effective risk management and business continuity plans are in place to safeguard the University.

You will provide line management support to the Risk Management and Business Continuity Officer and other colleagues as required, offering guidance and advice as appropriate.

Main Duties

Legal Services

- To be responsible for and have oversight of the University's legal activities and the procurement of legal advice, to ensure the provision of high quality and cost-effective legal service.
- To provide practical, timely, relevant and accurate legal advice on a wide range of operational and strategic issues, primarily focused on commercial, contractual, litigation and regulatory matters, using a blend of in house and external services, and work together with the Director of Human Resources on employment law matters.
- To independently advise on, draft, negotiate, and review legal agreements and contracts and other legal documentation (including legal policies, standard terms, agreements, leases and licenses), and to ensure that comprehensive records are in place in relation to the University's existing contractual arrangements.
- To maintain up-to-date knowledge of relevant existing and new legislative requirements and advise members of the University Executive Board and members of the Board accordingly.
- To attend any pre-litigation meetings, instruct and liaise with external counsel and be the University's main point of contact for any litigation matters.
- To provide expert legal guidance to senior leadership, including the Vice Chancellor, Clerk to the Board, and Governors.
- To maintain a current knowledge of legal issues of importance to the University through participation in continuing legal education and membership in professional association.

Governance

- To provide advice and guidance to the Clerk to the Board and, where required, to the Board of Governors and its committees on the proper exercise of their powers and on the application of the legal and regulatory frameworks affecting its work.
- To be responsible for the governing instruments and bye-laws, working with the Clerk to the Board to ensure that they are reviewed on a regular basis and reflect the requirements of the Nolan Principles of Public Life, CUC Code of Governance and OfS Public Interest Governance Principles.
- To ensure that the University continually meets its purposes within the Charities Act, including oversight of the public information relating to these responsibilities held on the University's website.

Compliance

- To ensure that the University complies with the Office for Students (OfS) Conditions of Registration and other statutory or funding body requirements for submission of strategy documents, statutory and other returns.
- To have oversight of statutory and regulatory frameworks relevant to the University, and to advise the Vice Chancellor and the UEB on any updates or actions required.
- To act as Company Secretary to the University's subsidiary companies and ensure that annual returns are submitted to Companies House.
- To provide advice to the Prevent Lead for the University as required to ensure that appropriate arrangements are in place in relation to the Prevent Duty.
- To provide advice and guidance to the University's Data Protection Officer as required to ensure that the University is compliant with the Freedom of Information Act and other relevant legislation, including effective contact with the Information Commissioner's Office on regulatory matters.

Risk Management

- To be responsible for the University's Risk Management Framework and to ensure that the Strategic, Departmental and Operational Risk Registers are appropriately managed, with reports to UEB, Audit Committee and the Board as required.
- To have oversight of the University's Business Continuity Plan process, to ensure it provides an effective response to build resilience and safeguard the University.

This job description is not exhaustive and the postholder will perform any other duties commensurate with the job grade as reasonably required from time to time, as defined by the Vice Chancellor. The role is subject to review in conjunction with the post holder.

Strategic Leadership and Management

- To provide strategic leadership to areas of responsibility, as designated by the Vice Chancellor and Chief Executive.
- To lead the development and management of major strategic projects as identified by and agreed with the Vice Chancellor.
- To support the Vice Chancellor and Chief Executive, and other members of the University Executive in all aspects of the running of the University.
- To be in attendance at the Board of Governors and its sub-committee meetings as required.
- To represent the University on relevant external bodies.
- To take on other duties as is helpful to the University and commensurate with the post, subject to review.
- To maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
- To take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.
- To carry out these duties in a manner that supports the needs of a diverse staff and student community and takes into account the University's commitment to environmentally sustainable ways of working.



Person Specification

Qualifications and Experience

- UK qualified solicitor or equivalent with a wide-ranging understanding of law and experience of providing general commercial and regulatory legal advice, and/or Professional qualification such as MBA or Chartered Secretary.
- Proven ability to provide practical, outcome focused legal advice and support across a broad range of areas of law such as commercial contracts, intellectual property, charity, employment, education, projects, litigation, property and company law; areas of law such as commercial, charity and property.
- Experience of working with regulatory and statutory bodies, including monitoring compliance against requirements and co-ordinating and producing annual returns.

Knowledge and Skills

- A broad understanding of and interest in higher education policy and the issues facing institutions of higher education.

- A good understanding of compliance issues including matters relating to freedom of information, data protection, student complaints and disclosure of criminal convictions.
- A strong balance of legal expertise, commercial awareness, and the ability to work collaboratively across departments.
- Knowledge of strategic risk management.
- An ability to identify with and support the University in its achievement of its mission and vision.
- A track record of successful project management and team-working.
- High levels of professional integrity, confidentiality, and attention to detail.
- Excellent communication, negotiation, and influencing skills.
- Strong organisational and administrative skills.
- Experienced in report writing, confident in identifying risks and recommending solutions.



The University of Worcester

Originally founded as a symbol of hope in the aftermath of the Second World War, the University of Worcester was established with a clear vision and noble aim: to help win the peace through education.

The founding principles of 1946 continue to shape much of our work today, harnessing the power of education to enrich lives and make a positive contribution to society.

We are now a community of 10,000 students and 1,000 staff members, drawn from over 60 countries and a wide variety of disciplines, including nursing and health, teacher training and education, biological science, business, arts, humanities, psychology, law, sports science, management and more. We welcomed our first cohort of Medical students into the Three Counties Medical School in 2023.

We strive to be an outstanding University at which to be both a student and a member of staff. We concentrate on working together as a whole University, to create an environment in which people thrive, placing great importance on combining enduring human values with professionalism.

We have a national reputation as a very friendly community, where both staff and students feel genuinely valued and empowered to make a meaningful contribution.



The University is ranked number one in the UK for sustained employment and/or further study five years after graduation according to the Government's official Longitudinal Education Outcomes 2024 (excluding specialist institutions).

The University is currently ranked first in the UK for Quality Education in the Times Higher Education's University Impact Rankings, which assess how universities globally are meeting the UN's Sustainable Development Goals. The University has been in the top 5 every year since the rankings' inception in 2019. The University has also been ranked in the top 5 universities in the UK for Gender Equality in all years of the rankings.

In September 2023 the official 'Silver' Teaching Excellence Framework report on the University described Worcester as: "An engine of opportunity – supporting its students to benefit from an educational experience that is personally transformative and allows them to succeed in their chosen career."

Worcester has been shortlisted four times as the Times Higher Education's University of the Year – in 2016, 2019, 2020 and 2025 - and twice for University of the Year in the UK Social Mobility Awards – in 2019 and 2020. In 2019 it was named Sustainability Institution of the Year in the Green Gown Awards. Representing Britain and Ireland the University was then highly commended globally for sustainability at the United Nations in June 2020.

In May 2023 Ofsted rated our Primary and Secondary teacher training Outstanding, stating that: "Trainees benefit from an exceptional learning experience at the University of Worcester."

Our annual revenues have risen more than fourfold since 2004 and are now approaching £100m, with the University's activities generating well over a quarter of a billion pounds annually for the regional economy, which generates more than 8,000 jobs in the area.

A highly imaginative capital development programme has seen sustained investment in inclusive, innovative, award-winning facilities, including The University of Worcester Arena, the UK's first indoor sports arena purpose-designed to include the wheelchair athlete, and The Hive, Europe's first University and Public Library. Significant development of the University's Severn campus has taken place for Health and Wellbeing provision, including the opening of the Elizabeth Garrett Anderson Building and The Duke's Building.

One of the distinctive features of the University is that we strive to work in purposeful partnerships with many businesses, our Local Authorities, Health Trusts, Schools, Further Education and 6th Form Colleges, Housing Associations and other natural partners for the University locally, nationally and internationally. We have recently been appointed to lead on plans to build a brand new multi-million pound 'university centre' in Dudley as part of the Council's Towns Fund plan.

Working in partnerships on a principled, sustained basis enables us to achieve much more together.

The Hive

By opening our facilities in imaginative ways for the public benefit, we encourage cohesion and contribute to our community becoming even safer, stronger and more engaged. The opportunity to study at The Hive, Europe's first integrated University and public library, is a day-to-day encouragement to active citizenship and learning.



Facts About the University

Top for Quality Education

The University of Worcester is currently ranked 1st in the UK for Quality Education in the Times Higher Education's University Impact Rankings 2024 and has been in the top 5 every year since its inception in 2019. The University has also been ranked in the top 10 in the UK for Gender Equality in all years of the rankings

Top for Jobs

Worcester is 1st in the UK for sustained employment and/or further study 5 years after graduation (excluding specialist institutions) in the 2024 Government-published Longitudinal Educational Outcomes survey.

Sustainability Awards

Worcester has been awarded First Class Honours in the People and Planet Green League each and every year since 2009. The University was named Sustainability Institution of the Year in the Green Gown Awards 2019.

Ofsted Outstanding

In May 2023, the University received arguably the best Ofsted report of any teacher training provider in the 21st Century. The report opens: "Trainees benefit from an exceptional learning experience at the University of Worcester. This experience instils in them a deep-rooted commitment to making a difference to the lives of the children in the communities they serve."

A Host of Top 10s

In the Complete University Guide 2025, a number of Worcester's courses were given Top 10 rankings for Student Satisfaction, including Sociology (2nd), Forensic Science (4th), Health Studies (7th) and Accounting and Finance (8th). Other courses were ranked in the Top 10 for Graduate Prospects, including Marketing (1st), Social Work (1st), Health Studies (7th), and Childhood and Youth Studies (8th).

Shortlisted for University of the Year

Worcester has been shortlisted four times as the Times Higher Education's University of the Year – in 2016, 2019, 2020 and 2025 – and three times for University of the Year in the UK Social Mobility Awards – in 2019, 2020 and 2024.

High-Quality Postgraduate Study

In the AdvanceHE Postgraduate Taught Experience Survey (PTES) 2023, Worcester is ranked 16th for overall satisfaction, while Worcester is also ranked 7th out of 94 in the AdvanceHE Postgraduate Research Experience Survey (PRES) 2021.

Top 10 at Best Reflecting Society

A report from the Higher Education Policy Institute (HEPI) in early 2018 placed the University of Worcester in the top 10 of universities which best reflect society.

Additional Information

**Find out more
about Worcester**

[Visit our website](#)

[Take a virtual tour](#)

[Explore our news archive](#)

[Follow us on social media](#)

[Watch our inspirational
'Worcester Stories' films](#)

[Our Students' Union](#)



How to Apply

To make your application and to find out more about the University, visit www.worcester.ac.uk/jobs

If you have any questions about working at Worcester or the recruitment process get in touch with our Human Resources team:

Telephone: 01905 855170

Email: jobs@worc.ac.uk



**UNIVERSITY *of*
WORCESTER**