



## Clerk to Council: Further Particulars

Applications are invited from suitably qualified persons for the post of **Clerk to Council**. The person appointed will be an employee of the **Learned Society of Wales** and will be based at the Society's office in Cathays Park, Cardiff.

The person appointed will form part of the Society's Secretariat team working alongside a Senior Executive Officer, Finance and Administration Officer, Fellowship and Engagement officer and reporting to **the Chief Executive**.

**This is a fixed-term part time appointment (0.6) for a period of two years** (with the possibility of extension) from the date of appointment on an incremental Higher Education salary scale of Grade 7.

The date of commencement will be June 2017 or as soon as possible thereafter.

<b>Salary:</b>	Higher Education salary scale (Grade 7: £36,001 - £40,523; pro rata), depending on experience and relevant skills.
<b>Pension:</b>	The post-holder may join the LSW pension scheme with the LSW contributing 5% of gross salary into the scheme each month.
<b>Employment terms:</b>	This is a part-time (0.6) position, currently funded for 2 years but with scope for extension. A 3 month probationary period will apply.
<b>Hours:</b>	3.0 days per week (21 hours), worked between Monday-Friday – appointee will agree working pattern with the Chief Executive. (Usual Office hours are 8.45am – 4.45pm).
<b>Annual leave:</b>	25 days (pro rata) (plus 8 statutory public holidays and 7 customary days).
<b>Travel:</b>	Occasional travel to project events may be required (and costs will be reimbursed), but the role is largely office-based.
<b>Manual Handling:</b>	Occasional manual handling duties will be required when attending events and meetings (e.g. carrying banners, marketing literature and committee papers).

### Method of application

Applications should be made using the application form addressing the main role duties and person specification. The form may, if the applicant wishes, be supplemented by a letter and curriculum vitae. All applications should be addressed to **Professor Peter Halligan**, Chief Executive, [lsw@wales.ac.uk](mailto:lsw@wales.ac.uk), or to The Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS (REF: CLERK). Applications must be received by **12pm Friday 12 May 2017**.

The Society reserves the right to consider persons other than those who have submitted applications and it reserves the right to close the vacancy early if sufficient suitable applications is received.

Persons requiring further information about the post are invited to contact **Professor Peter Halligan**, (029 2037 6976) for an informal discussion.

Interviews for the post will be held in Cardiff on 22 May 2017.

**Please note that all Applicants not called for interview within two weeks of the closing date should consider their application to have been unsuccessful.**



**THE LEARNED SOCIETY OF WALES**  
**CYMDEITHAS DDYSGEDIG CYMRU**

THE NATIONAL ACADEMY – CELEBRATING SCHOLARSHIP AND SERVING THE NATION  
YR ACADEMI GENEOLAETHOL – YN DATHLU YSGOLHEICTOD A GWASANAETHU'R GENEDL

**Please also note that the Society does not provide feedback for candidates not shortlisted for interview.**

**The Learned Society of Wales (LSW)** is an independent, all-Wales, self-governing, pan-discipline educational Royal Charter charity, providing public benefit including expert scholarly advice on a variety of public policy issues related to science, engineering, medicine, arts, humanities and social sciences.

Established in 2010, the Society draws upon the considerable strengths of over 425 distinguished Fellows based in Wales, the UK and beyond.

The Society, Wales's first national scholarly academy, aims to establish itself both as a recognised international representative of the world of Welsh learning, and as a source of authoritative, scholarly, and critical comment and advice on policy issues affecting Wales.

The Mission of the Learned Society of Wales is to:

- Celebrate and encourage excellence in all of the scholarly disciplines including the professions, industry and commerce, the arts and public service;
- Promote the advancement of learning and scholarship and the dissemination and application of the results of academic enquiry and research; and
- Act as an independent source of expert scholarly advice and commentary on matters affecting the wellbeing of Wales and its people.

For more information, visit the website [www.learnedsociety.wales](http://www.learnedsociety.wales)



## Clerk to Council

The Clerk will provide a professional and friendly point of contact for providing support to the Chair and Chief Executive of the Learned Society of Wales (LSW), and to its Officers in respect of the wide range of functions carried out by the Society with regard to the development and implementation of its administrative governance procedures and systems.

This is a key role within the LSW's small team. You will have the skills and experience to provide outstanding support to Council and its committees. The post holder is expected to be a proactive self-starter with solid judgement, the ability to operate independently with high levels of autonomy and engage effectively and flexibly with Fellows, external partners and stakeholders as and when required.

### The Role

#### Council

The principal duties will be ensuring that Council and its committees conducts its business and responsibilities according to the Society's Royal Charter Bye-laws; including:

- Serving Council and its various committees, Society's Officers, and Fellowship in Annual and other General Meetings taking minutes, dealing with correspondence, collating information, and writing reports.
- Ensuring Council and committee decisions are made in a timely manner and communicated to relevant fellows.
- Organising and preparing agendas and papers for board meetings and committees, following up actions from meetings.
- Setting the annual calendar of meetings (ongoing rolling schedule).
- Reviewing the terms of reference of governing body, its committees and committee constitutions annually.
- Ensuring the governing body considers the annual accounts, external audit management letter.
- Maintaining and implementing procedures for the election of the Society's Officers and of members of the Council and its various committees.
- Coordinating the Induction Programme for new members of Council (and its committees/boards), and conducts those segments of the Programme relating to the operations of the Council.
- Ensure succession planning for key governing body positions and identify upcoming vacancies to the Council and/or its committees and ensure appointments to fill vacancies in a timely manner.
- Maintaining a register of conflicts of interests / pecuniary Interests of members of Council (and its committees) and advising the Chair /Chief Executive in respect of any real or potential conflict of interests arising for members of Council (and its committees).

#### Governance/ Corporate Duties

The Clerk will also undertake the following duties:

- Maintaining and refreshing as necessary the Society's governing instruments (Royal Charter Bye-laws: see <https://www.learnedsociety.wales/about-us/governance/>)

- Monitoring changes in relevant legislation and the regulatory environment with a view to ensuring compliance with all relevant legislation (including relevant charity, employment and company law), improving governance policy and preparing any reports required by such legislation.
- Liaising as required with the Charity Commission, the Privy Council, HMRC and Companies House together with the Society's legal, financial and other advisers.
- Preparing the Society's Annual Report and Accounts for submission to the Council, the Annual General Meeting, and the Charity Commission and contributing to the Society's Annual Review.
- Overseeing policies, maintaining adequate and appropriate records of the Society.
- Responsibility for overseeing the Society's elections.
- Working with Finance and Administrative officer to ensure venue for meetings are confirmed and that agenda and papers are sent out well in advance of meetings.
- Working with the Fellowship and Engagement Officer to ensure that the processes relating to the nomination and election of new Fellows are in line with the Society's governing instruments.
- Working with the Senior Executive Officer to ensure that the Regulations and processes relating to the Society's Medals are consistent and appropriate.
- Working with the Senior Executive Officer to ensure that the relevant pages on the Society's webpage are regularly reviewed and updated.
- Monitor and ensure regular reviews of the risk management strategy/policy and Code of Conduct requirements and ensure timely revision to the Council Schedule of Delegation.
- Working with the Chief Executive to monitor Health and Safety, and to manage matters related to HR and employment.

*The person appointed will form part of the Society's Secretariat team working alongside the Senior Executive Officer, Finance and Administration Officer, Fellowship and Engagement Officer and reporting to the Chief Executive*



**CLERK TO COUNCIL: PERSON SPECIFICATION**

Criteria		Essential	Important
<b>Qualifications</b>	A good general level of education (a degree <u>or</u> equivalent professional membership /experience) or ability to demonstrate equivalent qualities by training and appropriate/relevant experience.	√	
<b>Knowledge, Skills and Experience</b>	Significant experience of servicing formal meetings at the highest organisational level preferably within a higher education setting or other public sector organisation.	√	
	Good IT skills of a high order (including evidence of proficiency in MS Word particularly Word, Excel, Access and Outlook and awareness of the benefits of technology,).	√	
	Experience of presenting agenda items at meetings and providing confident and definitive advice at meetings on procedural matters Experience of interpretation of and advising on governance documents (e.g. Charter, Articles etc.)	√	
	Experience of working within a membership organisation.	√	
	Able to plan, prioritise own workload and to work on own initiative.	√	
	Excellent organisational skills with a willingness to accept responsibility and work independently and collectively.	√	
	Evidence of ability to draft and finalise a wide range of documents (e.g. agenda, committee reports, minutes, correspondence, policy documents, responses to consultation papers etc.)		√
	Excellent verbal and written communication skills (in particular the ability to provide accurate and coherent information as and when required) along with excellent presentational skills.	√	
	Ability to use influencing and negotiating skills to develop understanding and gain co-operation.	√	
	The ability to work accurately and efficiently under pressure to fixed deadlines with minimal supervision while maintaining exemplary attention to detail to ensure accuracy.	√	
	The ability to use initiative to prioritise a range of tasks independently and to be proactive in solving problems and in making suggestions/recommendations for improvement.	√	
	Evidence of political awareness and ability to act with discretion, tact and diplomacy.	√	
	Strong written and spoken Welsh.		√
		Excellent interpersonal skills, confident and friendly with an ability to develop effective working relationships with people at all levels (in particular the ability to work within a small, busy team).	√
Self-motivated and driven with the ability to work well under pressure.		√	
A discreet attitude towards sensitive and confidential information.		√	

<b>Personal Qualities</b>	Excellent analytical and organisational skills.	√	
	A willingness to undertake a wide range of tasks, some routine, others more challenging and an enthusiasm to administer a diverse workload.	√	
	Confident in presenting effectively to individuals and groups.	√	
	Professional, courteous and diplomatic.	√	
<b>Other</b>	Willingness to travel to venues across Wales for occasional events (some of which will require overnight stays away from home).	√	
	Possession of a valid driving licence.		√
	Physical capability to transport, assemble and disassemble display materials and exhibition stands and to carry out other manual duties as required.	√	



## **Clerk to Council: CONDITIONS OF APPOINTMENT**

The following conditions will govern the appointment:

1. The appointment is subject to the provisions of the Byelaws of the Learned Society of Wales.
2. The post is offered on an incremental salary scale of £36,001 - £40,523; *pro rata per annum*. Progression through the scale will be subject to annual review of performance. The first date on which the person appointed will be eligible to be considered for progression will be 1 August 2018.
3. The contract is a **fixed-term appointment** part time (for two years from the date of appointment). The appointee will be an employee of the Learned Society of Wales and the post will be based at the Society's office in Cathays Park or Park Place, Cardiff.
4. The Society's normal daily hours of work are 8.45a.m. to 4.45p.m. Monday to Friday, with a one hour lunch break per day. The contracted hours of work for the post holder will be 21 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post and will occasionally be required to work during evenings and at weekends.
5. The annual leave entitlement will be 25 days plus 8 statutory and 7 customary days of holiday, *pro-rata*. The leave year is 1 January to 31 December inclusive. Annual leave must be taken at times agreed by the Society's Chief Executive.
6. The person appointed may not undertake any other employment or appointment involving significant calls upon his/her time or energies without the expressed permission of the employer.
7. In the event of incapacity through illness, the successful candidate will be entitled to payment in accordance with a scale outlined in the contract.
8. The appointment will be made subject to the receipt of satisfactory references and proof of educational, professional, vocational, etc. qualifications specified by candidates on the application form.
9. Confirmation of the appointment will be subject to the satisfactory completion of a **3 month** probationary period.
10. The appointment may be terminated by not less than **3 months'** notice in writing by either side.
11. It is not a condition of employment in the Society that staff should be members of a trade union but the person appointed will be free to join an union of his/her choice.