

Role Description Form PD33

Role Identification

(See section 1 of the guidance notes)

Department:		Role code no:	
Role title:	Associate Secretary of the Senior Tutors' Committee	Date:	January 2017

Dimensions of the Role

(See section 2 of the guidance notes)

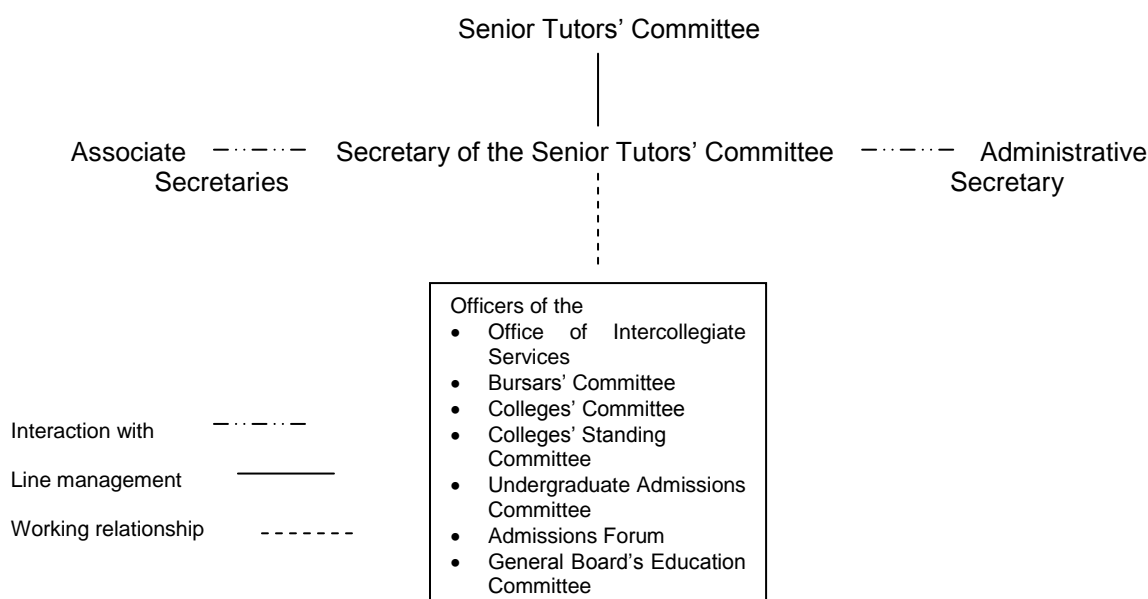
The role of the Senior Tutors' Committee is to co-ordinate policy and procedures relating to the educational and welfare provision of the Cambridge Colleges, to initiate discussion on matters of common concern to the Colleges and the University relating to educational policy and welfare, to gather and disseminate examples of good practice with relation to College issues, and to maintain an overview of the wider aspects of the Colleges' educational and admissions policies pertaining to undergraduate and graduate students. In fulfilling these functions, it works through its Standing Committees on Education and on Welfare and Finance, and the Graduate Tutors' Committee, and the Admissions Forum, and maintains links with central University bodies.

The Secretary of the Senior Tutors' Committee is supported by two Associate Secretaries in his/her role of guiding and supporting the Senior Tutors' Committee in carrying through its business, so that the Colleges may most effectively work together with the University on matters of undergraduate and graduate education. The role of Secretary is 30% FTE, and each Associate Secretary is equivalent to 20% FTE.

Administrative support for the Secretary and Associate Secretaries is provided through the Administrative Secretary, who is Head of Educational and Student Policy in the University administration. The Senior Tutors' Committee has a small day-to-day running budget managed by the Administrative Secretary.

Organisation Chart

(See section 3 of the guidance notes)



Role Purpose

(See section 4 of the guidance notes)

The Associate Secretaries support the Secretary in giving direction to the Committee in carrying out its business, in order that the Colleges may work effectively together and with the University to maintain and develop the academic excellence of Cambridge as a place of undergraduate and graduate education. As agreed with the Secretary, the Associate Secretaries also act as representatives of the Colleges on student matters in the University generally and in other inter-Collegiate and, where appropriate, external fora.

Each Associate Secretary has specific areas of responsibility; the exact details of the portfolio are subject to discussion with the Secretary.

Main Responsibilities

(See section 5 of the guidance notes)

	Key duties and responsibilities	% time spent/ Frequency
1	Working with the Secretary, to identify local and national issues of strategic importance to the Colleges as educational institutions and to ensure that they are brought forward for discussion and/or decision within the Senior Tutors' Committee or other bodies as appropriate.	15%

2	To facilitate the implementation of agreed inter-collegiate policies and practices across the Colleges	20%
3	To co-ordinate quality assurance strategies across the Colleges, e.g. through the sharing of best practice.	10%
4	To represent the STC on the regular and <i>ad hoc</i> Committees within his or her portfolio as appropriate.	40%
5	To advise and assist the Chairs of Standing Committees as necessary on the business of those Committees.	15%

Key Contacts

(See section 6 of the guidance notes)

<u>Key contact(s)</u>	<u>Purpose of contact</u>	<u>Frequency of contact</u>
Senior Tutors of all the Colleges	Advice and support; provision of information	weekly
Administrative Secretary of the STC	Exchange of information; discussion and planning of business	weekly
Secretary and other Associate Secretary	Exchange of information; support; discussion and planning of business	weekly
Officers of other intercollegiate Committees (Admissions Forum, UAC, Colleges' Committee, Bursars' Committee) and Heads of House and Bursars as required	Exchange of information; discussion and planning of business	weekly
Vice-Chancellor of the University, and other senior University Officers as required	Exchange of information; briefing	weekly
Officers of Educational and Student Policy in the Academic Division of the UAS	Exchange of information	weekly
Representatives of CUSU and Graduate Union, in particular the Education and Welfare Officers of CUSU	Exchange of information	occasionally

Service Delivery

(See section 7 of the guidance notes)

The Associate Secretary roles carry significant strategic and organisational importance and, together with the Secretary, an element of advisory and managerial input across the Colleges in Cambridge. They carry considerable strategic influence within the University, as reflected in the number of inter-collegiate and joint College-University Committees on which the Associate Secretaries are expected to serve. The Associate Secretaries need to be in touch with the central student bodies, CUSU and the Graduate Union. There is regular involvement with the Office of External Affairs and Communications over matters affecting public perceptions of Cambridge in the media, and the Associate Secretaries may be called upon to give press or media interviews from time to time.

The Associate Secretaries must act with great tact and diplomacy in all their interactions, ensuring a positive impression of the Senior Tutors' Committee within the University and outside it.

Decision Making

(See section 8 of the guidance notes)

Decisions taken by the role-holder without reference to others.

- Decision-making within the structures of the Senior Tutors' Committee is almost always in consultation with other Senior Tutors or officers.
- The role-holder decides on the day-to-day management of his or her own work flow and schedule.

Decisions taken by the role-holder in collaboration with others.

- With the Secretary decides which items are to be forwarded to relevant committees and the best way of forwarding items within the University.
- With the Secretary addresses issues of organisation of the Standing Committees, such as ensuring effective chairing or administrative support.
- With the Secretary decides on responses to national issues and on communications with the media.

Decisions taken by others following advice or input by the role-holder.

- Advises bodies and officers of the University on matters of collegiate interest
 - Advises individual Senior Tutors on ways of dealing with educational/tutorial issues which may have general application to the Colleges.
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Problem Solving

(See section 9 of the guidance notes)

Some examples:

- With the Secretary identifying which of a huge number of external and internal initiatives need to be brought to the attention of the Senior Tutors' Committee and deciding the course of action that should be used to address them.
- Achieving consensus by 31 autonomous Colleges sufficient to progress matters of importance to the Colleges and the University.
- Deciding on mechanisms for forwarding agreed policy which will engage the largest amount of College participation.
- Deciding the best route within the University for progressing any particular matter to ensure timely and effective action.

Work Environment

(See section 10 of the guidance notes)

The role-holder has no special responsibilities in this area.

Teaching/Training

(See section 11 of the guidance notes)

a) Team Development

The Associate Secretaries must exhibit the kinds of leadership skills which will encourage consensus and collegiality amongst Senior Tutors and which will avoid divisiveness.

b) Teaching and Learning Support

The role-holder has no special responsibilities in this area.

Knowledge, Skills and Experience for the Role

(See section 12 of the guidance notes)

- Thorough understanding of the Collegiate educational system in Cambridge and of the roles of the Senior Tutor, Admissions Tutor, Director of Studies and Tutor.
- Awareness of the wider national context of higher education.
- Ability to translate vision into action.
- Ability to manage individuals and institutions in a complex federal network which works through consensus rather than command.
- Ability to maintain excellent working relationships with a wide variety of people.
- Highly-developed skills of tact and diplomacy
- Ability to progress business of the Committee without privileging his/her own personal opinion.
- Ability to represent the position of the Senior Tutors' Committee and of the Colleges with authority in a wide variety of fora.

- Excellent communication skills, both orally and in writing: a high level of literacy is essential.
- Excellent time-management and administrative skills.
- Ability to absorb and distil large amounts of information.
- Ability to ensure effective and timely committee action.