

Senior Manager, Governance & Compliance



At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students.

Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Senior Manager,
Governance &
Compliance

Grade:

I

Department:

Governance

Line Manager Job Title:

Director of Governance,
Legal and Strategic
Projects

Job purpose

To play a pivotal role in supporting and enhancing the University's governance and compliance frameworks, working closely with Senior Leaders, Academic governance structures and the Vice Chancellor's Executive Team.

The Senior Manager, Governance & Compliance provides expert advice on governance, regulatory and compliance matters, ensuring the University meets its statutory and regulatory obligations while enabling effective, transparent and high-quality decision-making.

The post-holder will be the primary contact in areas of data protection compliance and represent Governance in cross-University initiatives to drive continuous improvement.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



We strive for excellence
We don't fear failure; we learn from it
We challenge ourselves



We're better together
We create synergy when we collaborate
We celebrate our successes



About people, cultures, ideas
We're inclusive and welcoming of new perspectives
We encourage learning and growth

Main responsibilities

Governance & Advisory

- 1 Provide expert advice on governance, regulatory, constitutional and procedural matters to senior stakeholders.
- 2 Ensure Academic Committees are properly constituted, regularly reviewed and aligned with sector best practice, implementing improvements where required.
- 3 Provide support, induction and development for Academic committees' members to strengthen governance effectiveness.
- 4 Provide advice and guidance on academic assurance and governance best practice to committee clerks and Chairs.
- 5 Provide support and collaboration to the Director of Governance, Legal & Strategic Projects for the corporate governance framework of the university and Galileo Global Education.

Committee & Secretariat Management

- 6 Lead the planning and management of Academic Committee, including maintaining an annual committee calendar. Oversee Academic Sub Committee clerks planning and preparation, liaising as necessary.
- 7 Manage Oversee the preparation of Academic Committee agendas, papers and reports, ensuring high quality, accuracy and timeliness.
- 8 Ensure academic committee clerks have effective committee action logs, ensuring accountability, ownership and delivery against deadlines.
- 9 Maintain formal records of governance activity and institutional documentation.
- 10 Oversee nominations and elections processes for Academic committees.
- 11 Advise Student Experience & Wellbeing Teams and Students' Union representatives on student elections and governance process best practice.

Regulatory Compliance

- 12** Act as senior administrator for the Prevent Duty, ensuring compliance with OfS expectations and submission of required statutory returns in addition to supporting the activities lead by the university's Prevent Lead for staff (Chief People Officer) and Prevent Lead for students
- 13** Interpret emerging regulatory developments (including OfS Conditions of Registration, UK DoE) and advise on institutional implications.
- 14** Monitor and triage reports submitted to the university's governance office, ensuring appropriate follow with specialist teams and annual reporting as required.
- 15** Ensure the Regent's University London Board of Directors Compliance Calendar of submissions is monitored and up to date.

Data Protection & Information Governance

- 16** Drive continuous improvement and compliance procedures for UK data protection in accordance with the ICO guidelines.
- 17** Lead in the University's response to Data Subject Access Requests (DSARs), ensuring timely and compliant delivery.
- 18** Maintain key information governance records, including:
 - Records of Processing Activities (ROPA)
 - Data Protection Impact Assessment (DPIA) log
 - Data Breach logs
- 19** Facilitate University-wide initiatives driven by the Data Privacy & Information Security Group.
- 20** Collaborate with ITS, HR, Registry and all key stakeholders on driving best practice information governance and retention

Policy & Institutional Frameworks

- 21** Own the University's corporate policy framework, ensuring policies are effectively approved, reviewed and maintained.
- 22** Maintain statutory registers, including the Register of Conflicts of Interests.

Stakeholder Engagement & Continuous Improvement

- 23** Represent Governance in cross-departmental initiatives to support continuous improvement and organisational effectiveness.
- 24** Build effective relationships across the University to embed governance and compliance best practice.

General

- 14** Contribute to building a vibrant campus community by taking real accountability, collaborating with colleagues across the university and constantly adding value. Foster an inclusive, sustainable and safe environment for all through our EDI, Health and Safety and B-Corp initiatives and policies.
- 15** To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person specification

1. Position details

Job title: Senior Manager, Governance & Compliance
Grade: I
Department: Governance
Line manager job title: Director of Governance, Legal and Strategic Projects

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Degree/professional qualification or equivalent	E	
Data Protection Practitioner Certification	E	
Experience		
Significant experience of operating in a Governance function at a senior level	E	
Experience of working within Higher Education or a regulated environment.	E	
Experience of leading Privacy regulatory processes at a senior level	E	
Experience in a senior leadership role	E	
Knowledge, skills & competencies		
Knowledge and understanding of working in HE administration and resourceful in finding sectoral insights	E	
Knowledge of OfS Conditions of Registration and the Prevent Duty	E	
Significant knowledge of UK GDPR, Data Privacy, Information Security Risks and AI governance frameworks.	E	
Ability to manage complex workloads, competing priorities and deadlines	E	
Strong stakeholder engagement and influencing skills	E	
Excellent organisational, analytical and communication skills	E	
General attributes & personal qualities		
Comfortable in a Committee environment	E	
Manages confidential information with appropriate discretion and can be trusted to do so	E	
Shows initiative, manages own workload effectively, delivers against own commitments and follows through on tasks to completion in a timely manner	E	

Produces high quality and accurate work	E	
Manages competing and conflicting priorities effectively, is calm under pressure and re-prioritizes own work to remain on course	E	