

GOVERNANCE & EXECUTIVE SUPPORT MANAGER

Permanent, Full-Time

£34,322 per annum

We are seeking a highly motivated individual to work within the College's Principalship team to lead and manage aspects of the secretariat support function and to ensure the Principal, Senior Leadership Team and Board are supported effectively.

The postholder will provide administrative support to the independent Clerk to the Board of Management and will be required to monitor and comply with the established governance framework to ensure high standards of governance and transparency are maintained.

Educated to HND level or equivalent in Business Administration or similar, you will have experience of managing administrative processes and delivering a high-quality service within a similar environment. With a knowledge of the operations and requirements of a Board of Management and its Standing Committees, you will also have excellent communication and IT skills.

To apply please download the job details and Staff Application Form from our website.

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7690 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Thursday 30th March 2023**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

