

Secretary – personal attributes required

As this is an important and high-profile role, candidates will need to show a record of success in operating at a senior level in a complex organisational setting.

The person appointed needs to be a self-starter able to engage successfully with senior figures both within and outwith the University of Edinburgh and have the stature to be the principal ambassador and advocate for the General Council within the University and externally.

Essential requirements:

- A clear understanding of the governance role of the General Council and its Committees and a strong motivation to contribute to the University's good governance and success.
- Knowledge and understanding of the University and its people and how it operates.
- Substantial administrative competence and experience of dealing with committees.
- An ability to see and keep in mind 'the big picture' as well as able to focus on detail when required.
- A successful record of managing others, as well as the ability to work constructively with a wide range of different groups and individuals, including volunteers.
- Effective communication and negotiating skills and the ability to influence and advise others effectively.
- A clear understanding of and commitment to the Seven Principles of Public Life (Nolan Principles) in the way they have conducted themselves hitherto and would do so in the role.

Desirable attributes

- Experience of running elections and being the impartial Returning Officer
- Experience of running meetings and events
- A full awareness of the role of digital and other communications media in advancing the work of the Council
- The ability to listen, to understand different viewpoints and interests, and to act diplomatically and persuasively in order to reach previously agreed goals.
- Based in central Scotland, given the requirement for regular in person attendance at Business Committee, General Council, and University events

The ability to work in an environment of frequent change