

UNIVERSITY SECRETARY

Vice-Chancellor's Office

ALC1604

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal and confidential discussion about any aspect of the role please contact Helen Wiseman, Director of People and Culture, via Helen.wiseman@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

You will play a crucial role by being visibly independent and confident in acting objectively in the University's best interests in a dynamic and complex environment. You will provide independent advice to the Chair and Vice-Chancellor, to Council and Senate, and ensure that the University acts with integrity in the conduct of its business and fulfils its statutory and regulatory responsibilities. As a key member of the University's Executive Team, you will provide leadership on Governance, Compliance, Risk and Health and Safety and will lead strategic direction and compliance across a wide range of statutory, regulatory and policy requirements.

The University Secretary will be appointed by the University Council and will act as Secretary to the Council. They report directly to the chair of Council. The post holder will provide high quality advice and guidance to the University Council on governance, constitutional and legal matters. Their role is to ensure that the Council's responsibilities are appropriately discharged and that procedures are fit for purpose and closely followed. The University Secretary serves as the principal support and channel of communication to the University Council, its committees, and the university community. Alongside delivering the formal responsibilities of governance, we are seeking a secretary who excels at facilitating the conversations and relationships that are essential to effective decision-making and collaborative leadership.

As a member of the executive team within the University the post holder will be accountable for a range of important functions as assigned by the Vice-Chancellor. Initially, this will include providing strategic leadership and oversight of the team managing core governance activities, including the University Legal Officer, Health and Safety, Strategic Risk, and Business Continuity.

KEY RESPONSIBILITIES

GOVERNANCE

- Support and advise both the Chair of Council and the Vice-Chancellor in the development and delivery of highly effective governance to enable robust and strategic decision making.
- Advise Senate, Council and its sub-committees on the integrity and propriety of academic and corporate governance, ensuring that the Chair, Vice-Chancellor and members of Council are provided with timely and relevant information to fulfil their responsibilities in the best interests of UEA.
- As Secretary to Senate, Council and its sub-committees, prepare papers, briefings, agendas and minutes whilst overseeing the administration of all actions arising from Council and Committee decisions. Maintain the University's Statutes, Ordinances, Regulations and Policies and ensure that Council's authority is delegated appropriately. Maintain registers and records of decision making.
- Advise on all matters relating to the membership of Council and its sub-committees, including overseeing the recruitment and induction of Council and Committee members. As required, the University Secretary will assist in the assessment and strategy development for addressing the required balance of skills, knowledge and experience of Council and its committees.
- Enable assurance to internal and external stakeholders, covering the sustainable, environmental, social and governance reporting.
- Support succession planning, recruitment, induction and development of Council members.
- Support and guide those responsible for legal, procedural and constitutional matters relating to the University of East Anglia's Students' Union, providing transparency of governance at all times.
- Responsible to the Audit Committee for overseeing the work of the University's internal auditors.

KEY RESPONSIBILITIES CONTINUED

COMPLIANCE, LEGAL ADVICE AND RISK MANAGEMENT

- Provide regulatory compliance and understanding of how regulatory responsibilities should be discharged across all business that the university has responsibility for (teaching, research, commercial activities, Joint Ventures, subsidiaries and other partnerships)
- Ensure compliance with company, charity and other relevant legislation.
- Advise the Chair and Vice-Chancellor on the impact of potential and forthcoming relevant legislation.
- Advise on matters of compliance with higher education legislation, charity law, corporate governance issues and internal University regulations. Advise on statutory matters and develop appropriate contractual and legal relationships.
- File all appropriate formal returns to regulators and maintain all statutory registers, seals and records required by legislation.
- Oversee activity around information compliance including handling of enquiries under the Freedom of Information Act 2000, GDPR, the Data Protection Act 2018, and the Environmental Information Regulations, as well as provision of advice and training on compliance issues.
- Manage appeals, complaints and other staff and student disciplinary matters.

OVERSIGHT AND MANAGEMENT

- Provide leadership and guidance to offices managing a range of key activities related to governance, including constitutional and corporate governance, governance committees oversight and support, legal work, University assurance, policy governance, information governance, research governance and teaching/education governance.
- Lead the key functions of the office which incorporates governance, compliance and legal services, as well as providing guidance and leadership to Council and committee members where necessary.
- Ensure efficient flow of business within the governance structure and initiate and oversee Board effectiveness reviews as appropriate.

TRUSTED ADVISOR

- Act as trusted adviser for the Chair of Council and the Vice-Chancellor & President and the Chair of Council, being privy to everything that goes on in the business and being one of the standard bearers for the University's performance and organisational culture
- Provide general support to the University's Executive Team offering confidential advice, drawing on expertise and experience to aid decision making and successful delivery of projects.
- Support the Executive Team in navigating the Council and governing structure, providing advice on how matters are brought forward and developing timelines to address them.
- Management of conflicts of interest that can arise in the ordinary course of the University's business, including supporting the Chair of Council in managing relationships between Council members and Council dynamics.

THE PERSON

EXPERIENCE

- Well-developed board advisory skills gained in a large and complex environment.
- Previous experience of university governance, including the macro environment (covering the political, economic, technical and social environment) in which the University operates.
- Record of managing and leading high performing teams, and an ability to delegate and empower.
- Demonstrable experience of exercising influence to create impact and change within the organisation and beyond direct reports.
- A strong track record of strategic leadership, including contract management of specialist legal advisors, and the ability to steer through ambiguity with clarity and confidence.

SKILLS AND KNOWLEDGE

- Interpersonal skills to build and sustain relationships with key stakeholders and facilitate the right conversations.
- Well-developed analytical skills, with the ability to digest, distil and convey large quantities of information, often in a short time frame.
- Demonstrates strong legal expertise and a comprehensive understanding of corporate governance, preferably supported by a qualification from the Chartered Governance

Institute (CGIUKI).

- Technical knowledge of relevant legislation and regulation (i.e. Companies Act, Charities Act, Higher Education Acts, OfS Conditions of Registration) to demonstrate understanding of all aspects of the business including commercial and partnering.
- Foresight to keep up to date with relevant legislation, to provide timely advice and technical knowledge to adapt Council policies and procedures to comply with changing requirements.
- Emotionally intelligent, with the ability to support and nurture relationships between Council members and staff to enable effective communication and agreed action for all parties.
- Proven understanding of governance, including academic governance, to provide advice and challenge senior leaders.
- A proven track record of fostering a positive governance culture and building trust in governance across the organisation.
- Confidence, with the ability to ensure accurate advice and information to build credibility with colleagues, Trustees, the Chair of Council and the Vice-Chancellor & President.
- Excellent written, oral, organisational and presentational skills.

VALUES AND BEHAVIOURS

- Corporate mindset with clear alignment to the University's values and mission.
- Ability to act with sufficient independence and in the best interests of UEA and its long-term strategic objectives.
- Detail oriented, with an ability to create policies and guidelines whilst thinking and having a focus on strategic issues and horizon scanning for risks and opportunities.
- Integrity, demonstrated by acting always in the interests of the University.
- Courage to challenge behaviour or the misuse of executive or governing powers in the interests of the University, which may involve disciplinary matters or personal risk.
- Trustworthiness with the ability to admit mistakes and accept others' suggestions with humility.
- Tact, attention to detail, accurate and discretion at the highest level.

FURTHER INFORMATION

The post is available from 1 January 2026 on an indefinite full-time basis.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For this role, the expectation is a minimum of 80% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory

pre-employment checks including an Occupational Health assessment and as this role is Lead DBS Countersignatory for the University a criminal record check at Enhanced level from the Disclosure and Barring Service.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **29 September 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **9 October 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT THE VICE-CHANCELLOR'S OFFICE

The Vice-Chancellor is the principal academic and administrative officer of the University.

Accountable to the University Council, the Vice-Chancellor is responsible for leading the Executive Team to deliver the University's strategic plan and vision. The University's Executive Team provides further leadership and management, and collectively advises Vice-Chancellor on all University Business. The Vice-Chancellor's Office (VCO) supports the work of the executive and senior management team.

Find out more about the organisation of the [University and the Executive Team](#).





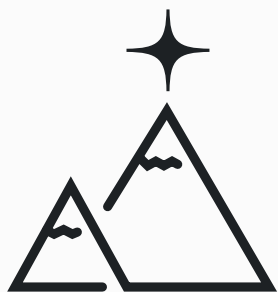
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

