

## Professional Services Group

### 1. Constitution

- 1.1 The Vice-Chancellor has established a Committee known as the Professional Services Group (PSG) to advise the Chief Operating Officer.
- 1.2 PSG will normally meet monthly within the following meeting pattern for Vice-Chancellor's Executive (VCE), the Strategy Programme Board, PSG and the Pro Vice-Chancellor's Group:
  - Week 1: two-hour VCE meeting;
  - Week 2: one-hour VCE meeting followed by a meeting of the Professional Services Group (chaired by the Chief Operating Officer) and a meeting of the Pro Vice-Chancellor's Group (chaired by the DVC and Provost, with the DVC (Research and Knowledge Exchange) in attendance). The Vice-Chancellor will alternate attendance between the two groups;
  - Week 3: two-hour VCE meeting;
  - Week 4: one-hour VCE meeting followed by the Strategy Programme Board.

Five times a year, there will be a strategic session of the VCE, which will take place for three-and-a-half hours.

### 2. Scope

- 2.1 PSG co-ordinates the University's Professional Services in Faculties and Directorates ensuring that they work together effectively to implement the University Strategy and deliver excellent and efficient services.
- 2.2. PSG provides a forum for sharing information such as sector issues, trends and good practice, discussing matters of common interest and addressing common issues across Professional Services.

### 3. Membership

- 3.1 The membership shall be as follows:

#### **Ex Officio**

- Chief Operating Officer (*Chair*)
- Chief Financial Officer
- University Secretary
- 4x Faculty Operating Officers in each Faculty
- Executive Director and Chief Information Officer
- Executive Director of Estates and Facilities
- Executive Director of Student and Academic Services
- Executive Director of Marketing and External Relations

- Executive Director of People
- Executive Director of Strategic Planning and Business Intelligence
- Associate Director, Procurement
- Associate Director, Employability and Apprenticeships
- Associate Director of Apprenticeships Development
- Associate Director of Greenwich Online
- Director of Greenwich Research & Innovation
- Director of International Pathways
- Director of Strategy Programme Office
- Director UK Access and Recruitment
- Director of Equality, Diversity and Inclusion
- Deputy Director of Finance
- Deputy Director of People
- Senior Project Manager, Capital Property and Space Utilisation
- CEO of Greenwich Students Union

#### **4. Attendance at meetings**

- 4.1 The Vice-Chancellor will attend every other meeting.
- 4.2 The Chief Operating Officer's Executive Assistant will attend meetings as secretary to the Committee.
- 4.3 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

#### **5. Delegated Authority**

The Committee has no delegated powers as it advises the Chief Operating Officer.

#### **6. Other Duties**

The other duties of the Committee shall be to advise the Chief Operating Officer on:

- 6.1 Progress and any issues or risks in the delivery by Professional Services of their elements of the University Strategy and any appropriate actions to be taken;
- 6.2 Professional Services that are focused on the requirements of the service users and which are delivered economically, efficiently and effectively. Consider where improvements can be made organisationally or to delivery and monitor progress in delivering agreed Professional Service objectives;
- 6.3 Good communication between Professional Services in the Faculties and Directorates and with the academic community;

- 6.4 The co-ordination of Faculty and Directorate risk registers with the Strategic Risk Register. PSG will carry out a programme of 'deep dives' into Faculty and Directorate risk registers (normally two per PSG meeting) to ensure scrutiny and challenge of risks. This will include horizon scanning of upcoming and emerging risks and discussion of risks which are over their risk tolerance thresholds; and
- 6.5 The development of regulations, policies procedures and good practice for subsequent approval by the Vice-Chancellor or another appropriate committee. Ensure adherence to legal and regulatory requirements and best practice.
- 6.6 PSG will ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

## **7. Standing Orders**

- 7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.

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