

Working Arrangements

The HR Oversight group met to discuss working arrangements to cover Jacqui's maternity leave.

The options agreed were as follows: enhancing Shona/Stew's role to cover some aspects of work; asking committee chairs to take on more responsibility for committee areas of work; relying on the placement student to support admin work from October-December; sourcing an external person/people to cover distinct areas of work.

The Executive Officer work has been broken down into distinct areas and the table below demonstrates who will take responsibility for each area.

The areas requiring external support include:

- Finance
- Audit
- Project Work

SUS officers are looking into possibilities for covering this work and could include seconding someone to cover project work. This may or may not come at a cost to SUS so this will need to be borne in mind when budgeting for next year.

SUS Executive is asked to:

Item
➤ Agree the options for covering Jacqui's Maternity Leave

Plan for Executive Officer Work during JS' Maternity Leave

	Who to take on Responsibility
Administrative	
• Line management of Administration Assistant	SF
• Line management of Placement Student	SR/SF
• General administrative duties / overseeing office	SR
Finance	
• Monthly Bank Reconciliations	Other
• Annual audit of accounts	DB
• Monitoring of budget	FA
• Installation of SAGE	Other
Committee Work - Exec	
• Planning of meetings (venues, catering, attendees etc)	SR
• Preparing of Papers	SF/SR/FA
• Overseeing Minutes	SR
• Finance Report	Other/FA
Committee Work - PDC	
• Supporting the committee	SR
• Conference Review	PDC/SR
• Overseeing Minutes	SR
• Overseeing Special Interest Groups	PDC/SR
• Administrators Forum	PDC/SR
• Christmas Seminar	PDC/SR
• Oversee updating of student Handbook	PDC/SR
Committee Work - PAC	
• Supporting the committee	SR
• Overseeing Minutes	SR
• Collating Newsletter	SR/JD
• Active Age Festival	PAC/SR
• Dance Festival	PAC/SR
• Further work with external groups such as PAHA	JD/SR
Strategic Development	
• Driving forward implementation of Strategy	SF/FA/Committees
• Carrying out project work identified in strategy	SF/FA/Committees/External
• Liaison with Sportscotland over policy and strategy	SF/FA
Project Work	
• Preparing and delivering SUS Audit	Other/SR
• Ongoing development of SUS Website	Other/SF
• Overseeing marketing sub-group and work	SR
• Actively seeking sponsorship opportunities	FA/Other
• Liaise with kit supplier and oversee orders	SF/SR
Advocacy	
• Progressing strong partnership links (e.g. Government/BUCS)	SF/FA
• Working with Scotland's Colleges	SF/FA
• Working with SUSRAG	SR
• Attending External Events as and when required	SF/FA/SR