

## Office of the Vice-Chancellor – Summary of Responsibilities of Appointees of the Board

The Appointees of the Board of Governors are the senior officers of the University. Their principal responsibilities are as set out in this document.

This document should be regarded as a supplement to the University's Financial Regulations<sup>1</sup> and was approved by action of the Chair of the Board of Governors.

### Vice-Chancellor and Chief Executive - Professor Quintin McKellar

The responsibilities of the Vice-Chancellor are set out in the University's Articles of Government<sup>2</sup>. They include, but are not limited to, the inter-relationship of the Board of Governors and the Academic Board; the internal structures and organisation of the University; student and staff discipline and appeals and the interface between the University and external bodies and agencies.

The Vice-Chancellor is the Chief Executive and is the officer accountable and responsible for the University's performance. He or she is an ex officio member of the Board, is its principal adviser and executive, and is accountable to it for any actions which he or she may take on its behalf.

Within this framework the Board requires the Vice-Chancellor to take personal responsibility, which may not be delegated, for the proper and effective operation of the controls which it has put in place and for giving effect to the Board's policies for securing the efficient, economical and effective management of all the University's resources and expenditure.

The Vice-Chancellor will be responsible with the Board for ensuring that any payments from the OfS are used only for the purposes for which they are given, and in accordance with the provisions of the University's registration or any other terms and conditions which may apply.

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<sup>1</sup> UPR FR06 'Corporate Governance and Financial Regulation'

<sup>2</sup> UPR GV01 'Articles of Government'

The Vice-Chancellor will be responsible for advising the Board if at any time any action or policy under consideration by the Board is incompatible with the conditions of the University’s OfS registration.”

In addition, the Vice-Chancellor is responsible for international partnerships and strategic development, oversight of research activities, intellectual property and its exploitation and for Community Engagement but may choose to delegate some of all of these responsibilities to another member of staff.

### **Contact information**

e-mail: [g.mckellar@herts.ac.uk](mailto:g.mckellar@herts.ac.uk)

Telephone: **01707 284030**

The Deputy Vice-Chancellor, the Group Finance Director and the Secretary and Registrar are responsible through the Vice-Chancellor, for the following:

## **Deputy Vice-Chancellor (Professor Matthew Weait)**

Line management of the Deans of School;

enhancement of learning and teaching and quality assurance;

co-ordination of the University’s planning activities;

staff development for professional and academic staff;

Strategic Business Unit performance targets; academic standards;

student recruitment, induction and retention;

student conduct and relationships with the Students’ Union;

relationships with the Recognised Trade Unions;

Widening Participation and relationships with educational partners;

academic portfolio planning.

**Contact information**

**e-mail:** [m.weait@herts.ac.uk](mailto:m.weait@herts.ac.uk)

Telephone: [01707 284980](tel:01707284980)

**Group Finance Director (Alistair Moffat)**

Management all financial matters relating to the University Group<sup>3</sup> including:

budgets and accounts;

management of Banking and External Audit relationships;

financial forecasting;

investments and investment appraisal;

taxation matters;

procurement/purchasing and Value for Money;

insurance;

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<sup>3</sup> The Group Finance Director will provide audited accounts of the University for scrutiny by the Board and regular financial reports for the Board, the Vice-Chancellor and other bodies, as appropriate.

financial management of the wholly-owned subsidiary companies;

Sustainability;

estates management, estates investment, security;

catering, conferences, sports.

**Contact information**

e-mail: [a.moffat5@herts.ac.uk](mailto:a.moffat5@herts.ac.uk)

Telephone: 01707 285884

**Secretary and Registrar (Sharon Harrison-Barker)**

Clerk to the Board of Governors and Secretary to the Academic Board;

management and operation of all Boards and their committees;

the University's Licence Holder;

Company Secretary of UH Holdings Limited;

the Academic Registry;

compliance with all University policies, regulations and procedures;

legal matters relating to the University and its subsidiary companies;

professional staffing, organisation and discipline;

the University's interface with Government statistical agencies;

Chair of the Health and Safety Consultative Committee;

Health and Safety line management;

Internal Audit;

management of the University's Improvement and Planning Unit.

**Contact information**

**e-mail: [s.harrison-barker@herts.ac.uk](mailto:s.harrison-barker@herts.ac.uk)**

Telephone: [01707 284014](tel:01707284014)

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **3 February 2022**