

## Job description and person specification

<b>Job title:</b>	<b>Governance Officer</b>
Reports to:	Head of Leadership Office & Governance
Department / Location:	Leadership Office
Hours of work:	Full time (35 hours) / Part-time (28 hours)
Salary range:	<b>Grade 4 - Starting salary of £40,583</b> (Grade 4 has 5 incremental steps. Salary progression is based on performance. Full grade range for performance development is £40,583, G4-1 to £46,669 G4-5)

### Summary of position, impact and autonomy:

#### Impact:

The Governance Officer provides efficient, proactive and values led governance support to the Head of Leadership Office and Governance to ensure that all governance work is achieved within the time scales set whilst maintaining quality of delivery. They have a crucial role in enabling the Senior Leadership Team (SLT) to focus on strategic priorities and lead the OIA with clarity and purpose.

This role supports our governance functions including effective running of the Board and Committees and risk management to ensure compliant, efficient and transparent decision-making supporting our strategic purpose, direction and organisational values.

This role will contribute significantly to strategic implementation and is key to ensuring we maintain focus and clear reporting using appropriate levels of governance administration and coordination.

#### Autonomy:

The post holder is expected to work independently on a day-to-day basis and has autonomy within an agreed framework. In some areas the post holder is the organisation's technical or professional expert.

### Main responsibilities:

#### Board and Committee support

- Plan and arrange the annual schedule of Board and Committee meetings and manage logistical requirements including diary liaison for the meetings
- In partnership with the Executive Assistant & Programme Coordinator plan and manage the annual corporate calendar of internal meetings, based on a sound understanding of the functions of different meetings and their interrelationships and the annual cycle
- Liaise with the Chair to arrange internal and external meetings
- Monitor the terms of office of Board Directors and undertake the necessary administration for leavers and new starters, including ensuring that Companies House and Charity Commission requirements are met
- Act as liaison person for Board members (eg booking hotels, dealing with expense claims, responding to routine queries)
- Administer the whole process of Board & Committee meetings including minute taking

- First draft of clear, well structured Board and Committee papers where appropriate
- Leads on proofreading to ensure accurate, clear and grammatically correct papers, formatted to support neuro diversity
- Support organisation of Board recruitment and induction

#### **Governance functions**

- Support the Head of Leadership Office & Governance to ensure that that our organisation keeps up to date and fulfils all governance and charity requirements whilst promoting, implementing and monitoring good governance policies and procedures.
- Support delivery of organisational compliance with reporting and regulatory requirement of Companies House and the Charities Commission through maintenance of the organisation's on-line accounts.
- Develop and maintain the system for reporting and recording of the Register of interests to support transparent identification and management of potential conflicts.
- Coordinate risk management systems and reporting

#### **Leadership Office and Governance**

- Be an active member of the Leadership Office and work in partnership with the Executive assistant & Programme Coordinator, providing efficient cover in their absence

It is likely that this role will evolve over time and the postholder is expected to be flexible in taking on new responsibilities of a similar level as the need arises.

## Person specification:

	Essential	Helpful to have, but not essential
<b>Knowledge, training, experience</b>	<ul style="list-style-type: none"><li>• Experience in delivery of governance functions and/or meeting administration where administrative and organisational tasks are complex</li><li>• Proven track record of successful coordination, high level administration and support at senior level</li><li>• Proven track record of building strong relationships with stakeholders at all levels</li></ul>	<ul style="list-style-type: none"><li>• Higher education sector knowledge</li><li>• Formal governance qualification</li></ul>
<b>Skills, qualities, attitude</b>	<ul style="list-style-type: none"><li>• High degree of confidentiality, discretion and integrity</li><li>• Able to respond calmly and effectively to changing demands with strong organisation skills; skilled in task-switching whilst maintaining focus</li><li>• Resilient to bounce back from challenges, values challenge and change</li><li>• Excellent interpersonal and communication skills, able to communicate with sensitivity and tact with colleagues at all levels in the organisation</li><li>• Developed governance writing skills to draft papers</li><li>• Takes initiative and has common sense with good professional judgment</li><li>• Enthusiastic, motivated and owns responsibility areas</li><li>• Anticipates obstacles, initiates problem solving and develops contingency plans even though the accountability might lie with others</li><li>• Confident to constructively challenge established practice and propose new approaches</li><li>• Collaborative team player whilst joining up across the organisation</li><li>• Excellent time management skills, works to set deadlines; ability to manage changing priorities and urgent issues</li><li>• A high level of accuracy and attention to detail</li><li>• Good analytical skills with data interpretation</li><li>• Sound judgement, with an understanding of when to use initiative and when to seek advice</li><li>• Good written and oral communication skills</li></ul>	<ul style="list-style-type: none"><li>• Regularly evaluates own development to continuously learn and improve</li><li>• Innovative mindset to use technology to build processes and workflows</li></ul>
<b>Technical Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent knowledge of Microsoft Windows, Sharepoint and Office Suite (Word, Excel, Outlook, Adobe Acrobat Pro, Powerpoint)</li></ul>	

### Prepared by:

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**Last reviewed: June 2025**