

Trainee Governance Officer (Leading to Governance Officer)

Role profile

JOB PURPOSE

Starting your role as a trainee, you will have the opportunity to broaden your experience and learn the key skills required to support the delivery of an effective governance service.

As part of the Governance team, you will take all steps necessary to be able to provide advice and guidance to support effective decision making, risk management and assurance and compliance. You will contribute towards ensuring that statutory obligations across the organisation are met.

ROLE DIMENSIONS

This is a developing role and appropriate support will be given to further personal learning and development in pursuit of relevant governance qualifications and increasing competency.

Work within approved procedures and systems, under guidance and direction from team members, to co-ordinate a variety of management, Board and Committee meetings, to undertake minute taking and follow-up of actions. (upwards of 60 meetings per year).

Maintenance of statutory, regulatory and other governance registers and records. These are registers and records that may need to be relied upon to evidence actions and compliance with statutory obligations and regulatory standards, which will require timely completion, accuracy and attention to detail from you.

KEY RELATIONSHIPS

Reports to: Company Secretary

Line manages: N/A

Team: Governance

External:

Occasional contact with external business contacts, advisors, tenants in respect of governance and community involvement activities.

Internal: Contact with Board members on a daily basis to arrange events, or whilst in formal meetings.

Executives, Assistant Directors & various colleagues on a daily basis as part of meeting co-ordination and admin support.

FOCUS & KEY RESPONSIBILITIES

To undertake administrative duties which support the efficient preparation and conduct of management, Board and Committee meetings.

To provide administrative support for less formal activities including agenda planning, preparation of report packs and despatch (paper and electronic).

To efficiently arrange meetings, co-ordinating internal and external attendees, meeting rooms and availability of equipment for video conferencing or presentations. Attend and take accurate notes, produce formal minutes and support proactive review and coordination of follow-up actions.

To support the review of procedural matters related to Board and Executive processes (including checking compliance with standing orders, terms of reference or authorisation limits, records of Gifts & Hospitality, Tenders and Sealing of documents).

To maintain an accurate record of Board & Committee activities including matters considered against the annual calendar of Board and Committee meetings and ensuring entries are made in the statutory registers.

To co-ordinate responses to day-to-day enquiries and requests for assistance from Board members and colleagues and escalate any concerns or urgent issues to relevant colleagues in a timely and appropriate manner.

To support the work of the Governance Team generally in relation to Business planning, Audit, Risk management and Assurance reporting, Policy and procedure reviews and Compliance administration; for example co-ordination of meetings, consultation with other colleagues as appropriate, in relation to progress of action plans, execution of legal documents, review and update of governance registers.

To support a consistent approach to maintenance and communication of policies and procedures by raising awareness of review dates, advising on approval processes and deadlines and by supporting their communication and publication.

Ad-hoc administrative support to Executives (day to day) and more specifically in absence of the Executive's Personal Assistant (up to 6 weeks per year and upon on request), with guidance and support from within the Governance team.

To perform other related administrative tasks and assist colleagues generally where necessary and appropriate to contribute to the efficient running of Cartrefi Conwy.

Promote and uphold the principles of Good Governance and maintain strict confidentiality at all times.

Person specification

Creu cymunedau i fod yn falch ohonynt
 Creating communities to be proud of

QUALIFICATIONS

Essential English GCSE grade C or above (or equivalent)	Assessed by: Application (A) / Certificate (C)
Desirable Relevant qualification (or actively studying) for example; Law degree, Business Administration Level 3 QCF (or equivalent) , ICSA qualification route, Governance Officers Leadership Award (Go Gold)	A / C

EXPERIENCE

Essential	Assessed by:
- Experience of working effectively within established guidelines/procedures	A / Interview (I)
- Experience of working effectively to deadlines and taking ownership of a busy workload	I
- Experience of providing proactive administrative support to management, including coordination of follow-on actions	A/I
- Knowledge and understanding of the importance of confidentiality	A/I
Desirable	
- Experience of working within a housing related field	A/I
- Experience of working in a legal practice, audit, compliance or regulatory function	A/I

KNOWLEDGE AND SKILLS

Essential	Assessed by:
- Knowledge of Microsoft Word (intermediate level) and Excel and PowerPoint 2010 (basic level)	Ability test (AT)
- Ability to work under own initiative to ensure deadlines are met and work is progressed	A/I
- Effective note -taking and minute writing skills	AT
- Excellent organisational skills and attention to detail	A/I
- Well-developed communication, relationship management and customer service skills	I
Desirable	
- Knowledge of governance structures and legislation	I
- Knowledge of Governance software (Board portal) applications	