



Governance Coordinator

Based at
**Sovereign Court,
Meadowhall**

Salary
£25-30k plus benefits
dependant on qualifications
and experience

Working Hours
37 hours/week

Reports to
**Head of Membership
Development**

This role will require
some travel and requires
a full, clean driving
licence.

JOB PURPOSE

The overall purpose of the Governance Officer is to provide a full range of administrative support and services in the Governance function, including to CEO and Board Members. The role will work within the membership development and support function to provide an excellent service to all Efficiency North members and stakeholders. The post-holder will deliver a high quality, proactive and efficient service reporting to the Head of Membership Development, working closely with the Chief Executive Officer and Executive Management Teams to provide an integrated service.

The post-holder requires a broad understanding of current issues and projects across the operational companies in order to use his/her judgement of how to deal with enquiries as they arise. The post calls for a high degree of autonomy, initiative, judgement, confidentiality and discretion. The post is essentially one of organisation and communication between the CEO, Executive Management Team, the Directors Team, the Boards, and key external contacts.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Professional Support

- To deliver responsive and innovative solutions which respond to current and future requirements and assist in achieving business objectives and KPI's.
- To provide high quality, professional support to the leadership team and Boards to support business objectives.
- To proactively work with the leadership team and Board Members in delivering effective services using existing processes or by delivering alternative solutions which represent value for money and the return on investment.
- To deliver continuous improvement through work conducted individually and as part of the team, regularly seeking feedback from as to how the service could be improved.

Strategy

- Assist in the development and implementation of strategies, business and financial plans with the CEO and Executive Management Teams (EMT).
- Shape services to meet the needs of customers and stakeholders (internal and external) this includes partnership working and employee engagement.

Performance Management

- Provide a professional service that is well regarded by stakeholders.
- Plan and manage the Board and Committees programme of business and meeting cycles; maintaining up-to-date diaries, servicing of meetings and adherence to governance protocols and standards.
- Responsible for the practical arrangements of meetings, events and visits.
- Effective dispatch and servicing of Board meetings, Committees and internal/external meetings as appropriate.
- Establish and maintain close and positive relationship with Board Members – acting as the first point of contact for general enquiries, expenses and programme updates.
- Coordinate the internal audit programme acting as liaison between Internal Audit and Leadership Team to ensure deadlines are achieved, actions are recorded, and progress monitored.
- Coordinate the policy review programme acting as liaison with Board and Leadership Team to ensure target dates are achieved, progress is monitored, and all protocols adhered to.
- Monitor subject access requests and support any breaches (potential/actual) of GDPR/Data Protection Act through undertaking of initial assessments.
- To collate information and resources and undertake basic research to assist Board Members and EMT as required, including maintenance of any Governance sections on the internet and intranet sites.

Governance

- Ensure that Efficiency North Operating companies operate within all regulatory guidance, statutory and legislative requirements.
- Responsible for the identification and management of risks within the governance function and support risk management activities across the rest of the organisation.

Other

- Support all business assurance type programmes of work where required.
- Work to embed Efficiency North's Vision, Mission and Core Values.
- Where required consult with, influence and build relationships with key stakeholders.
- Support the CEO and EMT to ensure all of Efficiency North's assets and resources are used effectively and delivered in line with the Value for Money Strategy.
- Encourage and promote cross functional working between teams across Efficiency North.
- Carry out all other duties as may be reasonably assigned from time to time, with the level of this job description.

YOUR TIME

- Collation of papers and the issuing of Board and committee agenda and supporting reports.
- Servicing meetings, producing minutes and follow-up Action Plans.

- Secretarial and administrative support.
- Maintaining the board's forward outlook, communicating forthcoming papers and actions, and following up accordingly.
- Managing interactions and compliance in respect to EN:Able Communities CIO where required.
- Board Member support services.
- GDPR / DPA reviews.
- Internal audit programme delivery.
- Maintaining a record of declarations of interest.
- Maintaining risk registers.
- Maintaining a programme of business for Boards and Committees

KEY SKILLS AND QUALITIES

- 5 GCSE's including English and Maths, or equivalent, together with a good standard of oral and written English and Numeracy.
- Experience as a governance officer or equivalent.
- Experience of Microsoft Office Packages.
- Experience of working as part of a busy team and able to deal with stressful situations. Experience of working for senior staff/Board Members within tight deadlines.
- Ability to set up, attend, minute and co-ordinate meetings for Board Members and external events.
- Ability to play an independent role in issues identified by the EMT and act on own initiative.
- Good time-management and workload planning. Highly organised with excellent attention to detail.
- Exemplary verbal and written communication abilities.
- Good interpersonal skills and ability to deal effectively and appropriately with people at all levels
- Self-motivated and disciplined. Ability to prioritise workload, meet deadlines and identify important and urgent tasks and work with minimum supervision.
- Ability to represent, uphold and promote Efficiency North's purpose and values.
- High personal integrity and a strong focus on personal accountability to deliver effective outcomes.
- Must be flexible and organised in approach to workloads.
- Keen to undertake relevant personal development.

COMPETENCY PROFILE

Teamwork	D	Achieving Results	D	Dealing with Change	D	Influencing	B
Leadership	B	Planning and Organising	D	Customer Focus	D	Professionalism	D
People Development	D	Continuous Improvement	B	Communication	B		