

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Corporate Governance Officer

DEPARTMENT: Corporate Governance

REPORTS TO: Senior Corporate Governance Manager

SALARY: Level C

HOURS: 37 per week

PURPOSE OF POST:

To support the Corporate Governance Team in the provision of policies and procedures relating to corporate governance, and ensuring that the required outcomes are delivered and communicated effectively

To provide support for the rest of Corporate Affairs, in particular in managing corporate events and undertaking projects.

KEY OUTCOMES AND RESPONSIBILITIES:

- To support well run corporate governance committee meetings with agendas agreed, papers collated, meetings managed and minutes drafted. Deputising for the Senior Corporate Governance Manager when necessary.
- To ensure that effective and up to date business continuity plans are in place which meet expected standards.
- To provide support and input to the internal audit process, risk management, liaison with the Department of Culture, Media and Sport and planning and reporting policies and procedures.
- To manage the processing of speaker requests relating to the Commissioner and other senior managers.
- To be involved in corporate events and projects; managing some events and ensuring that they are well administered and as successful as possible.

- To provide support for other Corporate Affairs work such as that related to the press office and assisting in managing departmental records.

PERSON SPECIFICATION

	Criteria	How Assessed
Education and Qualification	Educated to A Level standard (or equivalent), or at least three years' equivalent level work experience	Application form
Knowledge, skills and ability.	Some experience and understanding of corporate governance issues; e.g. providing secretariat support for committees, undertaking projects, taking forward issues and exposure to risk management and internal audit.	Application form / interview
	Judgement to make decisions independently within a defined area of responsibility, and to know when to escalate an issue.	Application form / interview
	Ability to analyse complex corporate and business issues; identifying core factors quickly and accurately.	Application form / interview
	Experience of working with and commissioning work from senior managers and other staff across the office.	Application form / interview
	Experience of liaising with external parties such as auditors, government departments and service providers.	Application form / interview
	Experience of supporting and managing corporate events, including liaison with staff and external contractors.	Application form / interview

	<p>Ability to communicate well with people at all levels, both in writing and in person. Including attendance at formal committee meetings and presentations.</p>	<p>Application form / interview</p>
	<p>Ability to effectively manage an individual workload whilst being aware of the wider strategy and how that work fits in.</p>	<p>Application form / interview</p>
	<p>Ability to prioritise and deliver to deadlines.</p>	<p>Application form / interview</p>
	<p>Awareness of and ability to monitor and take decisions on budgetary considerations arising from specific projects.</p>	<p>Application form / interview</p>
	<p>Experience of basic IT skills covering standard applications such as MS Word, Outlook and Excel.</p>	<p>Application form / interview</p>