

## **Job Description: Senior Governance Business Officer**

**Position Title:** Senior Governance Business Officer

**Reports To:** Caroline Davies

**Department:** Governance Team

**Location:** Copthall House

**Salary Range:** TBC

**Job Type:** 0.5FTE, term time only plus 3 weeks

### **Application Deadline:**

### **Position Summary:**

The Senior Governance Business Officer is responsible for delivering a high-quality business support within the governance team. This role involves proactive planning, managing daily business support functions, working in an agile and flexible way and having some governance knowledge to help resolve enquiries. The successful candidate will ensure the smooth operation of governance activities, especially during peak times or when the line manager is unavailable.

### **Key Responsibilities:**

#### **1. Leadership and Support:**

- Lead the provision of high-quality governance business support, ensuring that the team's needs are consistently met, particularly during busy periods or when the line manager is unavailable.
- Proactively anticipate service needs, plan, and undertake daily business support functions to ensure priorities are met in a timely manner.
- Undertake analysis, extrapolation and cleansing of information/data to resolve issues, produce high quality reports to help inform development and practice.
- A positive and 'can do' attitude in managing and solving problems.
- Work flexibly which may occasionally involve undertaking duties outside normal office hours to meet the needs of the governance team.
- Undertake required and other training to maintain and demonstrate competence.

#### **2. Maintaining relationships:**

- Respond to calls and emails received via team/service email boxes and phone lines promptly.
- Use governance knowledge, research, and analysis to provide timely and accurate resolutions to enquiries.
- Appropriately escalate enquiries when resolution cannot be achieved.

#### **3. Record Management and Training:**

- Devise and maintain up-to-date governance records, providing appropriate training to colleagues on systems and processes.
- Draft and maintain letters, documents, Excel workbooks, and databases, ensuring information is accurate and compliant with applicable processes and protocols.

- Conduct data analysis, extrapolation, and cleansing to resolve issues, produce high-quality reports, and inform service improvements.
  - Ensure the secure access and storage of data and documents in line with service requirements and information management legislation.
- 4. Meeting Coordination:**
- Act as the clerk for some governance meetings, including statutory ones. Liaise with the governance team to support the meeting to confirm arrangements, invite attendees, book speakers, draft agendas, gather and distribute papers, take notes, chase actions, and produce accurate meeting minutes.
  - Ensure meetings are scheduled and recorded in accordance with governance requirements, offering appropriate advice and guidance.
  - Support virtual meeting delivery using Microsoft Teams (MST), including breakout rooms, displaying presentations, and fielding questions.
- 5. Training and Event Management:**
- Manage the governance visiting and training schedule and maintain up to date Trustee records to include attendance and feedback.
  - Manage the governance training schedule, ensuring adequate administrative support for each agreed course/event.
  - Support colleagues in collation of materials and resources preparation.
  - Liaise with other teams to design and produce marketing materials, ensuring that advertising mediums are accurate and up-to-date.
- 6. Financial Administration:**
- Support budget holders by maintaining and producing accurate financial records and reports to aid regular budget monitoring.
  - Liaise with central finance to resolve queries.
  - Ensure compliance with all relevant OHC&AT financial policies and procedures.
- 7. Other Duties:**
- Travel to College sites and the OHCAT schools when required.
  - Maintain confidentiality of information in line with data protection legislation, safeguarding requirements and OHC&AT policies.
  - Actively promote the safeguarding and wellbeing of all pupils, students and staff throughout the College/Trust.
  - Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
  - Undertake other tasks and responsibilities commensurate with the level of the post, as agreed with the line manager.

## **Job Specification**

### **Essential Knowledge and Experience**

- Proven experience in a similar senior administrative role, preferably within a governance or public sector environment.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills, with the ability to draft complex documents and reports.
- Proficiency in Microsoft Office Suite, including Excel, Word, Outlook and Teams.

- Experience with meeting coordination, including minute-taking and virtual meeting support.
- Familiarity with financial administration and budget monitoring processes.
- Knowledge of data protection and information management legislation.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.

**Skills and Abilities:**

- Ability to prioritise own workload, anticipate needs, problem-solve, adapt, and meet deadlines within a fast-changing environment.
- Competence in working within a large, complex organisation, with an understanding of and ability to operate within accountability frameworks.
- Highly organised, with the ability to coordinate and deliver effective administrative functions.
- Ability to provide a focused service by working calmly under pressure, thinking on one's feet, and operating professionally and positively in a busy environment.
- Excellent numeracy and English literacy skills, enabling the production of accurate discussion summaries and high-quality meeting minutes that clearly record decisions, resolutions, and recommendations.
- Proficient in drafting standard and bespoke documents, marketing materials, letters, and reports.
- Skilled in researching and extrapolating key information for analysis.
- Excellent interpersonal skills, allowing for the development and maintenance of positive and effective working relationships.
- Ability to deal tactfully, sensitively, and responsibly with a range of people, including negotiating deadlines and offering ideas and suggestions for improving practices.
- Highly effective written and oral communication, listening, and liaison skills.
- Ability to use computer systems with a high level of accuracy to analyse complex data, process information, maintain internal and external communication, and update databases.
- Competence in undertaking financial administration and resolving queries effectively.
- Ability to maintain confidentiality at all times, ensuring that confidential data is handled and stored in a sensitive and secure manner.
- Ability to work within Trust policies, such as the Equality and Diversity Policy and Health and Safety policies.
- Commitment to the vision, mission, and values of OHC&AT.

**Additional Requirements:**

- Flexibility to work outside normal office hours when required.
- Commitment to continuous professional development.