

# Job Description

<b>Job title:</b>	Governance Officer
<b>Grade:</b>	2b
<b>Department:</b>	Chief Executive/Governance
<b>Responsible for:</b>	N/A
<b>Accountable to:</b>	Governance and Risk Manager

## Job summary

This role forms part of the Governance, Compliance and Risk team. The role plays a key part in the team providing a confidential, professional and high quality central governance and secretariat services to the College. The role will also provide a professional secretariat and governance service to the Faculty of Dental Surgery (FDS) and will work in close liaison with the FDS Registrar and the FDS team.

Given the nature of the role, the ability to manage time and workload is essential. This role also requires a highly motivated strong team player able to communicate at all levels.

The post holder will be expected to contribute to continuous improvement of the team's processes and procedures whilst offering excellent customer focus and service.

## Specific duties and responsibilities

### 1. College Governance, Compliance and Risk

- Support the Governance and Risk Manager and Head of Governance, Compliance and Risk in planning, arranging and monitoring a schedule of meetings for the Council, Board of Trustees and committees and the FDS.
- Provide secretariat support for meetings, collating and distributing agendas, drafting minutes and follow up of actions.
- Support the election/appointment process and succession planning for Board and Council Members, Trustees and committee members, to help meet the College's ambition of achieving a diverse and inclusive College leadership.
- Arrange, develop and maintain programmes of induction, recruitment and training for Council Members and Trustees.
- Work with the PA to the President and Chief Executive in managing the Register of Interests, including updating annual declarations of interest.
- Support Working Groups as appropriate and agreed with the Head of Department.
- Support the Head of Governance, Compliance and Risk and the Governance and Risk Manager in the development and embedding of risk management across the College.

### 2. Faculty of Dental Surgery

- Working with the Governance and Risk Manager, provide secretariat support for the FDS Board including collating and distributing agendas and drafting minutes. Ensure that all actions required of the Board are carried out in an effective and timely manner, briefing and consulting the Dean and Registrar as appropriate.
- Support the annual election process to the FDS Board, compliant with Standing Orders.
- Provide secretariat support for the FDS Board committees, collating and distributing agendas, drafting minutes and arranging the schedule with the Dean.
- Provide secretariat support to the FDS Research Committee and manage the research grant scheme, including its marketing, liaising with research partners and the monitoring of award payments against budget.
- Manage the annual Clinical Excellence Awards. Working with the Dean to establish a panel, manage announcements to membership, invitations to sit on the panel, acknowledgement of applications, provide applications and score sheet to panel. Work with the Dean to obtain citations, upload scores and citations to ACCEA. Work with the PA to the President and Chief Executive to ensure a co-ordinated approach to the ACCEA awards across the College and FDS.

### 3. General

- Assist with projects and other duties commensurate with the status of the post, as required by the President or Chief Executive.
- Undertake any other administrative tasks as appropriate, including arranging board, committee and other meetings on behalf of the team.
- Support the Head of Governance, Compliance and Risk with additional projects.
- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.

### 4. Key skills, experience and competencies

- Experience in a Governance and Secretariat Role
- Experience of governance administration including minute writing or willingness to develop these skills
- Excellent organisational skills
- Demonstrable understanding of and commitment to customer service
- Ability to communicate effectively at all levels across the organisation
- Attention to detail
- Strong IT skills

#### *Desirable:*

- Experience of working in a similar environment i.e. medical arena, academic institution or membership organisation.
- Previous supporting role to a Board/Council.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to**

**be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

**The Royal College of Surgeons of England is an Equal Opportunities Employer.**

**All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary. All of the following are essential unless otherwise stated.**

# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to Degree level or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Governance/secretariat qualifications</li> </ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Governance and administrative experience</li> <li>Experience and demonstrable understanding of dealing with confidential and sensitive information</li> <li>Experience of working with senior level boards and committees, drafting agendas and taking accurate minutes</li> <li>Experience of establishing and maintaining administrative records, including electronically.</li> <li>Intermediate knowledge of MS Office, particularly Word, Excel and Outlook</li> <li>Excellent organisation and time management skills with good attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Experience of, or interest in, risk and compliance</li> <li>Experience of developing accurate electronic record systems, capable of information retrieval, analysis and dissemination to relevant parties.</li> </ul>
<b>Financial management and business planning</b>	<ul style="list-style-type: none"> <li>Understanding of the need to find cost effective solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of processing financial information using systems e.g. Proactis</li> </ul>
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"> <li>Excellent team player</li> <li>Excellent customer service approach, working proactively and sensitively with all stakeholders including at the most senior level.</li> <li>Professional and polite approach</li> <li>Ability to work unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a similar environment i.e. medical arena, academic institution or membership organisation.</li> </ul>

**The post holder will also need to demonstrate the following values:**

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li></ul>
<b>Respect</b>	<b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li><li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

**The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.**

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management

Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.