

Governance Officer

Job purpose:

To assist and support the Governance Team in the effective operations of the Council, the Board and their committees, in doing so planning for meetings and producing accurate, concise minutes.

Key Accountabilities:

- To schedule and make all necessary logistical arrangements for meetings of your allocated committees
- To develop and agree meeting agendas, in consultation with meeting chairs and senior colleagues
- To liaise with office-holders, meeting chairs and colleagues on the preparation and presentation of papers
- To ensure that reports are collated in a timely fashion and are in required format and clearly presented
- To produce accurate, concise and timely minutes and track actions agreed and taken
- To distribute, retain and file meeting papers appropriately
- To keep related information on the website up to date
- To keep related meetings, membership and distribution information up to date
- To keep the Head of Governance, meeting chairs, colleagues and others informed of developments between meetings and to respond to related enquiries
- To work with colleagues in the Governance team and across the organisation and others as required, to manage the recruitment of committee members
- To participate in or lead on team initiatives as may be requested from time to time
- To monitor shared inboxes and forward inquiries where appropriate
- To provide ad hoc cover for Governance team colleagues in the event of sickness or other absence

Knowledge, skills, and experience

Essential

The post-holder should have the ability to support committees working within a complex organisational and policy framework and should have a good understanding of related processes. This requires:

Desirable

- Some knowledge of and/or interest in the subject matter of the Law Society's work

- Excellent minute-taking skills
- Proven experience of working in a governance or related role and understanding of how a successful governance team operates
- Excellent organisational and time management skills, with the ability to work flexibly in response to changing priorities
- Excellent interpersonal skills, including the ability to deal with sometimes demanding individuals and competing priorities
- High level of attention to detail
- Ability to understand a complex organisational environment and deal appropriately with a range of senior stakeholders
- The intellectual ability to understand the issues under discussion
- The discretion to handle confidential or sensitive information appropriately
- Excellent communication skills, including the ability to write accurately and clearly
- Experience in using Microsoft Office, including Teams and SharePoint, and the ability to become familiar with new systems fairly quickly

- Some experience of working in a membership / representative organisation

Planning & Organising

- The post-holder must be able to deal with a heavy workload and be able to judge priorities and respond to competing work demands creatively and flexibly, while ensuring that standards are maintained, and deadlines met.

Organisation Chart

- The post reports to a governance team leader who in turn reports to the Head of Governance.

- Efficient ways of working are important to the role, including the ability to focus on one's own work while also being alert to support that other colleagues may require at times of peak activity in their area.

Dimensions

- This role is vital to the smooth operation of Council, the Board and committees.
- Meetings are held in person and remotely. Meetings take place at 113 Chancery Lane during working hours for a half-day or full day. They may occasionally finish in the early evening. Flexible working is encouraged within the team, including working from home (attendance requirements will depend on meetings being serviced and other team meetings and events). Team members may support up to four committees, though this may vary slightly depending on frequency of meetings etc.
- In addition to meetings, there is a high volume of associated email correspondence.
- The work will create conflicting demands: the post-holder must be able to handle any such conflict or ambiguity with maturity.
- The post-holder has direct responsibility for ensuring that the conduct of their assigned work proceeds smoothly. Head of governance, chairs, members and senior managers must be able to have a high level of confidence in the post-holder personally.

Operating environment

Financial responsibility

Creative Responsibility

Analytical Responsibility

Location