

Job title: Governance Officer (Elections)

Job purpose:

To assist and support the Governance Team in the effective operations of the Council and committees, and in particular leading the planning and delivery of elections to the Law Society Council and committees and of office holders.

Key Accountabilities:

- To schedule and make all necessary arrangements for elections.
- To liaise with office holders, elected members, and colleagues on the preparation and presentation of information for elections.
- To record and keep under review processes for elections.
- To act as a key contact with the Law Society's independent election partner.
- To ensure that documentation for elections is collated in a timely fashion and is in required format.
- To distribute, retain and file communications appropriately.
- To keep related information on the website up to date.
- To keep related membership and distribution information up to date.
- To keep the Head of Governance, colleagues and others informed of developments 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 and induction of Council and committee members.
- To participate in or lead on team initiatives as may be requested from time to time.
- To monitor shared inboxes and deal with or forward inquiries as appropriate.
- To provide ad hoc cover for Governance team colleagues in the event of sickness or other absence, including organisation and minuting of meetings.

<p>Knowledge, skills and experience</p> <p>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:</p> <ul style="list-style-type: none"> • Proven experience of working in a governance (or related) role and showing excellent 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 and the regulations and processes governing elections; • 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 quickly. 	<p>Planning & Organising</p> <p>Essential:</p> <ul style="list-style-type: none"> • 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. • 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.
<p>Desirable:</p> <ul style="list-style-type: none"> • Some knowledge of and/or interest in the subject matter of the Law Society's work. • Some experience of working in delivery of elections in a membership / representative or comparable organisation or a local authority. 	<p>Organisation Chart</p> <p>The post reports to a governance team leader who in turn reports to the Head of Governance.</p>

Dimensions

Operating environment:

- At certain times of the year e.g. during/ after nominations processes for Council elections, there will be particular pressure of work, which will need to be handled with flexibility and collaboration with colleagues.
- 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, committee chairs, members and senior managers must be able to have a high level of confidence in the post-holder personally.

Financial responsibility: None in terms of budget management; will support finance administration.

Creative Responsibility: Proposing and delivering (with colleagues) improvements to processes and systems.

Analytical Responsibility: Understanding and applying regulations and processes relevant to the role.

Location 113 Chancery Lane London. Flexible working is encouraged within the team, including working from home up to (on average) three days per week (attendance requirements will depend on meetings being serviced and other team meetings and responsibilities of role).