

Governance Officer

Job purpose:

To provide administrative and governance support to the Policy Directorate and their committees.

There are currently two roles available - one primarily supporting the Criminal Law, Human Rights and Family and Children Law Committees, and one primarily supporting the Immigration Law, Mental Health and Disability, and Wills and Equity Committees.

Key Accountabilities:

- Scheduling and making all necessary arrangements for committee meetings, including booking rooms and catering facilities, collating and distributing agendas, papers, minutes and other relevant documentation.
- Liaising with and coordinating a broad range of colleagues and office holders to prepare meeting agendas and papers.
- Producing accurate and concise minutes, recording agreed decisions and actions, and following up on actions taken.
- Using a Customer Relationship Management (CRM) system to maintain accurate records of committee members' contact information, and liaising with colleagues to ensure related email distribution lists and website information are up to date.
- Monitoring a shared email inbox and liaising with colleagues from across the organisation to respond to enquiries.
- Supporting the annual recruitment and appointment of committee members, including maintaining and checking records of term lengths, notifying members of their terms ending, and handling other governance requirements for appointments and reappointments as required.
- Provide ad hoc cover for Governance Officer colleagues in the event of sickness or other absence.
- Contribute to shaping and implementing team initiatives as required.

Knowledge, skills and experience

Essential:

- Experience of providing credible and reliable administrative work within in a complex organisation
- Excellent organisational and time management skills, including the ability to work well under pressure
- An ability to manage multiple workstreams and respond flexibly to changing priorities to ensure work is delivered on time and to a high standard
- Experience of organising formal meetings, including preparing agendas and papers
- Excellent minute-taking skills
- Excellent interpersonal skills, including the ability to coordinate a wide range of colleagues and liaise with senior internal and external stakeholders in a professional manner
- A proactive approach to supporting a respectful and welcoming environment within Policy and the wider Society
- Excellent written communication skills, including the ability to clearly and concisely reflect complex issues in writing
- High level of attention to detail
- Discretion to handle confidential or sensitive information appropriately
- Experience in using Microsoft Office and the ability to become familiar with new systems quickly

Desirable:

- Demonstrable knowledge of and/or interest in the work of the committees for which this role is responsible for, and of the Law Society's work
- Experience of working in a membership / representative organisation
- Familiarity with Microsoft Teams and SharePoint, and of CRM systems