

Governance Officer

Job purpose:

To enable the effective operations of the Law Society's Council, Board and committees, and to support colleagues across the business to engage with governance groups and processes.

Key responsibilities:

- Schedule and make all necessary arrangements for meetings of allocated committees or member volunteer groups
- Liaise with a broad range of colleagues and Elected and Appointed Members ('EAMs') on the preparation and presentation of papers
- Ensure that reports are collated in a timely fashion and are in the required format to be clearly presented
- Produce accurate, concise and timely minutes, prepare action sheets after meetings and track actions taken
- Distribute, retain and file meeting papers appropriately
- Collaborate with relevant communications teams to keep related information on the Law Society intranet and website up to date
- Keep related meetings, membership and distribution information up to date
- Keep Governance team colleagues, business stakeholders, meeting chairs and other members informed of developments between meetings and respond to related enquiries in good time and to a high standard
- Support and administer the recruitment and appointment of Council and committee members including drafting membership reports
- Participate in or lead on team initiatives as may be requested from time to time
- Respond to queries from members and staff
- Provide ad hoc cover for Governance Officer colleagues in the event of sickness or other absence

Knowledge, skills and experience

Essential

- Experience of providing credible and reliable administration type work within in a complex organisation
- Excellent minute-taking skills
- 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
- Excellent communication skills, including the ability to write accurately and clearly
- High level of attention to detail
- Ability to understand a complex organisational environment and work well with a range of senior stakeholders
- Discretion to handle confidential or sensitive information appropriately
- Experience in using Microsoft Office, including Teams and SharePoint, and the ability to become familiar with new systems quickly
- Ability to deal with a demanding workload and be able to judge priorities and respond to competing work demands creatively and flexibly, while ensuring standards are maintained, and deadlines met
- Ability to complete own work on time and to standard while also supporting other at times of peak activity
- Ability to effectively manage wellbeing being during busy and pressured moments at work, with support from the Law Society as appropriate
- A proactive approach to supporting the Law Society with its commitment to Equality, Diversity and Inclusion at work, to include proactively supporting a respectful, welcoming and supportive working culture

Desirable

- Some knowledge of and/or interest in the subject matter of the Law Society's work
- Some experience of working in a membership / representative organisation

Planning & Organising	Organisation Chart
-----------------------	--------------------

Dimensions

Operating environment

- Working with committee members who are 'volunteers' and the majority of whom have many competing duties and pressures but at the same time high expectations of their involvement with the Law Society and the quality of support they receive.
- Large number of meetings which need to be scheduled with appropriate sequencing to allow business to flow smoothly.
- Changing priorities and fluctuating workloads which mean that flexibility is at a premium.
- The need to plan and organise demanding and complex workloads for self and others.
- Planning, management and delivery of projects.
- Extensive reliance on collaborative working both within the team and with colleagues across the Law Society.

Location: **London with hybrid working as agreed by the line manager**

- Line managed by Policy Business Support Lead or Policy Advisor.