

Senior Governance Officer (Board Secretariat) (H)

Job purpose:

To manage the administration and effective operation of the Board and its committees and to carry out ad_hoc project work as directed by the Head of Business Unit.

Key Accountabilities:

- To provide high quality organisational and administrative support to the Law Society Board, and its committees which includes, but is not limited to: providing accurate and timely agendas and minutes, managing the yearly workplan, setting meeting dates and deadlines with reference to the Society's governance program, collating and distributing meeting papers in a timely fashion, retaining and publishing meeting papers appropriately, managing action logs tracking actions to completion, obtaining updates on progress, managing Board and Committee member recruitment and induction etc.
- To ensure that the governance processes in relation to the relevant Board and Committees, as set out in the Law Society General Regulations and supporting documentation, are complied with.
- To manage the interface between the Board and Committees with the business, advising on issues of governance which arise, working closely with the Law Society governance team to ensure necessary items are built into other Board, Committee or Council agendas.
- To ensure Board and Committee papers are delivered to a high standard, which involves, but is not limited to: liaising with chairs, members and staff on the preparation and presentation of papers, setting deadlines to ensure the timely production of papers, allowing for internal review, personally reviewing papers for potential issues of contention and to ensure quality control.
- Regular liaison with the office of the SRA CEO and Head of Governance within the SRA to ensure they are consulted on items relating to the Audit Committee.
- To act as a point of contact to all relevant Chairs and members to assist them in delivering in their role.
- To manage the diary, inbox and engagements of the Law Society Board Chair, working closely with their PA to ensure co-ordinated and seamless support.
- To contribute to, and manage as required, specific governance projects, for example reports related to assessment and improvement of board effectiveness.
- To ensure that briefings and speeches are prepared for the Board Chair for all Law Society engagements.
- To cover for colleagues within the Chief of Staff directorate as appropriate.
- To carry out line management duties when required.

Knowledge, skills and experience

Essential:

- Significant experience and understanding of Board and Committee structures, processes and how they function
- Significant experience as a Committee Secretary or similar role
- Demonstrable experience of stakeholder management, in particular working with and influencing Senior Executives, Board Members, and external stakeholders
- Ability to develop and implement guidelines and processes
- Excellent planning and organising skills with the ability to juggle competing priorities whilst delivering high quality and accurate outputs
- A high degree of integrity, confidentiality, discretion and personal credibility
- Excellent demonstrable oral and written communication skills
- Extensive minute taking experience
- Experience of writing board reports
- Excellent interpersonal skills, including the ability to deal with sometimes demanding individuals including Council members, committee chairs and members, Senior Executives and other external stakeholders
- Up to date IT literacy / skills including experience with MS Office including Word, PowerPoint, Excel, Outlook and various database applications
- Highly resilient and able to work in a changing environment
- Ability to manage own workload commitments and priorities and act on own initiative
- Demonstrable experience of working flexibly and collaboratively in a team to deliver a high-quality service

Desirable:

- Some understanding of work in a professional services / membership organisation
- Experience of managing an Audit Committee or similar
- Experience of minuting financial information
- Relevant related qualification(s)

Planning & Organising

- Flexibility of approach to ensure success
- Plan for the year ahead to manage, facilitate and support the annual board and committee meeting cycle
- Develop and manage relationships with board and committee members
- Co-ordinate activity to ensure meeting minutes and actions are on track and completed
- Self – motivated, able to plan and organise own work

Dimensions

- Reports to the Company Secretary.
- Regular liaison with senior stakeholders.
- Engages with internal and external stakeholders to deliver on tasks as required.
- High profile visibility with impact on the reputation and effectiveness of the Society.