

## Governance Officer

**Job purpose:**

To organise committee meetings, produce concise minutes and track progress on actions to ensure alignment with the Law Society's corporate plan.

**Key Accountabilities:**

- To develop and agree meeting agendas, in consultation with committee chairs and directors
- To produce accurate, concise and timely minutes and track actions agreed and taken
- To ensure that reports are collated in a timely fashion and are in required format and clearly presented
- To develop effective working relationships with committee chairs, members and directors supporting them and to be first point of contact for all queries from them
- To draft standardised reports and briefing notes for committee chairs, members and senior colleagues
- To keep the Chief Operating Officer Head of Governance, Governance team leader (Board Secretary), committee chairs, and other colleagues informed of developments between meetings and to respond to related enquiries
- To schedule and plan committee meetings in alignment with the Law Society's annual business plan and organisational strategy.
- To work with colleagues in the Governance team and across the organisation and others as required, to co-ordinate the recruitment of committee members
- To keep related information about the committees and its members on the website up to date
- To participate in or lead on team initiatives as may be requested from time to time
- To monitor shared governance 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 be capable of supporting committees and working within a complex organisational and policy framework. You should have a good understanding of governance or of governance related processes. This requires:

- Excellent minute-taking skills
- Proven experience of working effectively in a governance role and showing excellent understanding of how a successful governance team operates
- Excellent communication skills, including the ability to write accurately and clearly
- 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
- Experience in using Microsoft Office, including Teams and SharePoint, and the ability to become familiar with new systems fairly quickly

## Planning & Organising

### Essential:

- 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 support at times of peak activity in their area.

<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Some knowledge of and/or interest in the subject matter of the Law Society's work</li> <li>• Some experience of working in a membership/representative organisation</li> <li>• Some knowledge of and/or experience working as a finance, legal or human resources administrator</li> </ul>	<p><b>Organisation Chart</b></p> <p>This is a post in the Chief Executive directorate that reports to a Governance team leader who in turn reports to the Head of Governance</p>
<p><b>Dimensions</b> This role is vital to the smooth operation of Council, the Board and their committees</p> <p><b>Operating environment</b> 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. An average of two days per week (minimum) attendance at 113 Chancery Lane is expected. (attendance requirements will depend on meetings being serviced and other team meetings and events).</p> <p><b>Financial responsibility</b> None</p> <p><b>Creative Responsibility</b> The work will create conflicting demands: the post-holder must be able to handle any such conflict or ambiguity with maturity.</p>	

#### Analytical Responsibility

The post-holder has direct responsibility for ensuring that the conduct of their assigned work proceeds smoothly. The Head of Governance, Governance team leader, committee chairs, members and senior colleagues must be able to have a high level of confidence in the post-holder personally

#### **Location**

London