



# Governance and Executive Officer

<b>Level:</b>	Grade 6
<b>Team:</b>	Corporate Services
<b>Line Manager:</b>	Governance and Executive Team Manager

## About the Job

- Provide professional, comprehensive and confidential support to the business, its management team and the Board, Committees and Panels to ensure that governance, Corporate Planning Cycle and quality requirements are met.

## You'll be trusted to

- Establish effective working relationships with key internal and external stakeholders, in particular working closely with internal contacts to source information as required.
- Ensure that effective corporate planning is in place and that key deadlines are met.
- Develop and implement a comprehensive forward plan to ensure delivery of key actions at all corporate, board and committee level meetings throughout the year.
- Ensure that appropriate office systems are in place to ensure effective workflow, including the use of digital technology, liaise with the human resources team to ensure all new starters, promotions, and so on, in the organisation are acknowledged through the executive office.
- Ensure that quality control is applied and that information provided to the management team, board, committees and panels is accurate, timely and consistently meets business standards.
- Ensure support is provided as required to senior managers in accordance with corporate requirements.
- Ensure that the requirements of the corporate planning cycle and all preparations for board and committee meetings are met and that actions are progress chased and reported as required.
- Act as a point of contact within the executive office, co-ordinating appropriate responses as required.
- Ensure that digital technology is used, in accordance with organisational procedures, to enhance corporate administration and reduce the use of paper.
- Act as a quality control to ensure that information is prepared to appropriate quality standards, ensuring they are of the highest quality and error free and are not circulated to a wider audience unless agreed standards are met.
- Provide challenge where organisational policies and procedures are not being followed.

- Ensure effective diary and time management is in place for all senior managers to ensure that corporate requirements are met in respect of corporate meetings and events.
- Ensure meetings are arranged and prepared for in accordance with, the corporate planning cycle and corporate procedures, including ensuring venues are booked and prepared, meetings are serviced appropriately and that attendees are aware of any requirements and have the relevant information.
- Progress chase reports, ensuring they are received by deadlines and meet the required organisational standards.
- Prepare draft presentations, correspondence, reports and other documents, as required, ensuring that agreed standards and image are maintained.
- Ensure that minutes are recorded and approved in accordance with governance procedures, and that meeting actions are monitored, followed up and reported as appropriate.
- Prioritise incoming requests to ensure they are dealt with in the most appropriate manner.
- Support the governance and executive team manager to manage an effective forward planning system, in accordance with the corporate planning cycle, progress chasing any outstanding issues to meet deadlines.
- Develop, implement and maintain appropriate administrative systems to ensure the efficient organisation of company records, in accordance with company and legislative requirements.
- Be aware of activities undertaken by management team members. and
- Provide cover for other members of the governance and executive support team as required.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

### Who you'll work with:

**Internal:** Employees and managers at all levels

**External:** Board and Committee members, Panel members, Tenants and Residents, statutory and non-statutory agencies, members of the public, voluntary and private agencies

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Regulated Qualifications Framework, such as A Levels, Award, Certificate or Diploma at Level 3 or equivalent.	✓		AF/CQ
Able to meet and enforce deadlines.	✓		AF/I
Ability to multitask and adapt to changing priorities in a highly pressured environment.	✓		AF/I
Excellent organisational skills.	✓		AF/I
Significant experience of administrative work and service provision relevant to the applied post.	✓		AF/I
Experience of working with employees and managers at all levels.	✓		AF/I
Good quality assurance skills.	✓		AF/I
Good keyboard skills and skilled user of Microsoft Office products, particularly Word, Outlook, PowerPoint and SharePoint.	✓		AF/I
Excellent problem-solving skills and able to show initiative	✓		AF/I
Good written skills, particularly in drafting correspondence and reports.	✓		AF/I
Experienced in arranging and organising meetings and agenda planning.	✓		AF/I
A customer focused approach.	✓		AF/I
Ability to maintain confidentiality.	✓		AF/I
Able to demonstrate high levels of customer care.	✓		AF/I
Highly effective interpersonal and communication skills.	✓		AF/I
Receptive to new ways of working.	✓		AF/I
An ability to work flexibly to meet business needs.	✓		AF/I

### Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

**Our values**

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

