



Job Description

Job Title **Governance Officer**

Purpose The postholder will be responsible for managing and providing secretariat support to named SEB governance committees; these tasks will include active management of actions arising from the Council, audit and risk committee, a scientific section committee and the joint sections committee

Reports to Chief Executive Officer (initially to be reviewed in 6 months)

KEY TASKS AND RESPONSIBILITIES

The incumbent will have the specific responsibilities for each of the Committees listed below:

Council (the Board of Trustees)

- Circulate and culminate comments on governance documentation; (e.g., Trustee elections paperwork, process review documentation etc) to staff leads, collate comments and format drafts for review by the CEO and then Trustees.
- Assist the CEO with the management of key constitutional documentation, including the Articles of Association (a wholesale review is planned later in year.)
- Maintenance of the process to update the SEB strategy implementation plan three times a year, for distribution to Trustees.

Audit and Risk Committee

Paperwork

- Distribution and collation of paperwork in support of drafting the text of the annual report; formatting drafts for consideration by the CEO and then Trustees.
- Draft governance/financial management papers for the audit and risk Committee and Council as directed by the CEO.

Audit

- Liaison with external finance support (JS2) in support of preparation for audit and risk committees and the annual audit.
- Liaison with the external auditors and investment managers as required in support of Audit and Risk and Council business.
- Liaison with External auditors, CEO and Treasurer, to ensure annual report and accounts are signed and distributed to the Charity Commission and Companies House, on time as per regulations.

Finance follow up

- Manage basic financial administrative processes and actions arising from the audit and risk committee (including the administration for credit cards, mandates and signatures on bank accounts, liaison with investment managers, sourcing insurances etc.)
- Distribute monthly management accounts to staff leads for review; collate responses.
- Manage the process for quarterly review of departmental budgets.
- Manage travel and subsistence for Trustees and staff; revise policy annually (for consideration by CEO and committee as required.)
- Assist CEO and staff leads in the preparation of the annual budget.
- Maintain the accounts for the Small Conference funds, Section Funds; provide timely updates for consideration at relevant governance meetings.



Scientific Section

Provide secretariat support to a Scientific Section (to be allocated), providing all the necessary support to the section throughout the year and implementing key actions or projects generated from within the Section.

Other governance meetings

Oversee the arrangements and follow up work for the Events Committee, other Scientific Section meetings, Centenary Planning Committee and other ad hoc meetings as directed by the CEO.

Duties to include but not limited to:

- Maintain an action list for work by the committees listed above; monthly follow up with Trustee and staff lead(s) to complete actions agreed at Committee meetings.
- Work with the Scientific Section Chairs to manage committee membership; assisting with the recruitment process and ensuring that information is up to date on website.

Management of formal records (including financial documentation)

Records

- Maintain all SEB records; manage monthly tidy up of shared SEB one drive.
- As the Deputy GDPR officer assist and deputise for the Membership Manager on all GDPR issues.
- Contribute to a project on identifying and implementing best practice in electronic document naming and storage.
- Liaison with the SEB Archive and storage providers; maintain an access protocol and record activity.
- Maintain the record of terms of office, role descriptors for Trustees and Terms of Reference for all SEB Committees. Assist the CEO with the recruitment process for Trustees.
- Maintain and review the set of SEB Core Policies; monitor understanding, implementation and compliance with policies.
- Maintain Conflict of Interest Registers for all SEB Committee members.
- Maintain Hospitality Book

IT/Emails and governance document maintenance

- Maintain customer satisfaction guidelines, review performance monthly and review the policy annually.
- Manage the SEB secretariat mailbox in accordance with customer satisfaction guidelines.
- Manage the SEB Complaints email box and responds promptly, efficiently, and politely to correspondence.
- Maintain SEB assets list.
- Maintains a record of all SEB IT log in details.

General support to the team, CEO and Officers

- Manage the diary and make appointments for the CEO.
- Manage all the in-person governance meeting requirements including venue, catering, travel and accommodation arrangements.
- Ensure all staff and Trustees have diary invites for forthcoming meetings; weekly check for 3 months ahead.
- Cover (including responding to emails) for the events officers and membership officer as required, when on annual leave etc



- Manage all organisational and working from home administrative facilities, including provision of storage and recall services; staff equipment (incl. stationery) and postal/messaging services.
- Respond to general enquiries on behalf of the CEO/Officers.
- Other general administrative assistance under direction from CEO.

SKILLS/EXPERIENCE

Essential:

- Experience of and proven success in
 - accurate minute taking
 - managing actions arising from committee work.
 - working across a team to seek, collect and collate comments on documentation, providing a draft in good order for consideration by the CEO and governance committee.
- Experience of electronic record keeping management
- Excellent written and verbal communication skills.
- Excellent team working skills; able to interact constructively with multiple members of the team and collate responses or (preferably) offer compromise options for further consideration by the team.
- Ability to build sound, effective, and diplomatic working relationships with a wide variety of stakeholders.
- Proficient in Shared (One Drive) management, Microsoft Outlook, PowerPoint, Word, and Excel (intermediate level)
- Positive personality and approach to business relationships coupled with a logical approach to thinking and organizing work.
- Ability to work effectively using own initiative.
- Ability to handle all work with discretion; ensuring that an understanding of confidentiality applied to all work.
- Highly organised with ability to prioritise and multi-task and deliver.
- Strong attention to detail

Desirable:

- Experience of working for a charity
- Experience of working for a membership organisation
- Shorthand and/or the ability to type concise minutes as the meeting proceeds.
- Experience of being an efficient team secretary or personal assistant- desirable
- Demonstrable ability to synthesise information from disparate sources into report format in a concise fashion
- Experience of GDPR management
- A relevant first degree or equivalent qualification
- Demonstrable interest in science and/or biological sciences

PERSONAL QUALITY REQUIREMENTS:

Delivering - Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.

Judgment - Makes sound decisions; bases decisions on fact rather than emotion; analyses problems skilfully; uses logic to reach solutions. Able to exercise discretion and judgment with confidential information, a high degree of trust is required in this role.



Customer Service - Listens and responds effectively to member questions; resolves members problems to their satisfaction; respects all internal and external customers; uses a team approach when dealing with customers; follows up to evaluate customer satisfaction; measures customer satisfaction effectively; commits to exceeding customer expectations.

Cooperation/Teamwork - Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Support of Diversity - Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the Society's philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, colour, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Quantity and Quality of Work - Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work. Does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way.

Communication - Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Attention to Detail - Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors data or processes; concentrates on routine work details; organizes and maintains a system of records.

Responsiveness - Responds to requests for service in a timely and thorough manner; does what is necessary to ensure customer satisfaction; prioritizes customer needs; follows up to evaluate customer satisfaction.