

Governance Officer

Job purpose:

To support the effective operation of the Council, its Boards and committees in taking the strategic and policy decisions necessary for achieving the Society's objectives.

Key Accountabilities

- To schedule and make all necessary arrangements for meetings of boards and/or committees as may be allocated
- To liaise with office-holders, meeting chairs and policy and other colleagues on the preparation and presentation of papers
- To ensure that all committee and non-elected board appointments made by the Society are completed through a process which promotes equality and diversity
- To support the administration of elections and committee recruitment appointments and processes
- To produce accurate and concise minutes, prepare action sheets after meetings and track actions taken
- To retain and file meeting papers appropriately (including posting on Corporate Business)
- To keep related information on the website up to date
- To keep office-holders, meeting chairs and Council and other members informed of developments between meetings and to respond to related enquiries
- To provide occasional *ad hoc* cover for Governance team colleagues in the event of sickness or other absence when required

Knowledge, Skills & Experience

Essential

The post-holder should have the ability to support the Council and other Boards or committees working within a complex organisational and policy framework, and have a good understanding of related processes. This requires:

- 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
- The intellectual ability to understand the issues under discussion
- The discretion to handle confidential or sensitive information appropriately



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- Excellent communication skills, including the ability to draft accurately and clearly on often complex subject matter
- Experience of an expertise in dealing with boards and committees responsible for complex financial, operational and management issues

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.



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Planning & Organising

- 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 at times of peak activity in their areas.

Dimensions

- This role is vital to the smooth operation of the governance of the Law Society Boards and committees.
- Meetings usually take place 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 occasional working from home.
- In addition to meetings, there is a high volume of associated email correspondence.
- The work will create conflicting demands: the post-holder must be able to handle any such conflict or ambiguity with maturity.
- The post-holder has direct responsibility for ensuring that the conduct of their assigned work proceeds smoothly. Office-holders, chairs, members and senior managers must be able to have a high level of confidence in the post-holder personally.
- Liaison with the office-holders , Private Office, and a range of external stakeholders

Organisation Chart

- The post reports to a governance team leader who in turn reports to the Head of Governance.