

Role Title: Governance Co-ordinator
Salary: £19,000 - £20,000 pro rata

ROLE PURPOSE: This role represents a mix of responsibilities across governance and compliance which involves overseeing governance arrangements, supporting the Board and helping to facilitate our compliance agenda especially in relation to quality assurance and the management of the incident management framework.

Accountabilities	Measures of success	What you need to know
<p>1. Governance Reporting to the Compliance Manager this role includes:</p> <ul style="list-style-type: none"> • Ensuring that legal, statutory and other provisions governing or affecting Suffolk Libraries are observed; • Organise and schedule meetings and prepare agenda's and reports; • Provide inductions for newly elected Board members; • Oversee all papers submitted for Board and committee meetings requesting amendments when necessary; • Brief, if necessary, the Chief Executive and/or Chair prior to meetings; • Attend all committee and Board meetings of Suffolk Libraries and to provide advice on procedure; • Take minutes of all Committee and Board meetings and ensure decisions are implemented; • Ensure compliance with the Standing Orders of Suffolk Libraries; • Maintain a strong working relationship with the Board; 	<ul style="list-style-type: none"> - Correspondence correctly compiled within legal and Suffolk Libraries guidelines. - Information is accurate and up to date - Positive feedback received from all stakeholders - Meetings organised and scheduled to plan. 	<ul style="list-style-type: none"> - Experienced administrator with strong organisational and interpersonal skills. - Ability to build effective relationships with people at all levels. - Significant experience of organising meetings and minute taking. - Knowledge of general IT systems and applications including word and excel.

<p>2.. Compliance</p> <ul style="list-style-type: none"> • Participate as a member of the Compliance team, supporting colleagues and working collaboratively to develop the service; • Work with the Compliance Manager to develop Suffolk Libraries incident management framework (IMF); • Collate and analyse data with a view to establishing trends; • Input and process data and generate reports and information for use by others both in relation to Board matters and compliance; • Maintain office records and filing systems, including electronic systems; • Support specific compliance projects as requested by the Compliance Manager • Maintaining key legal documents, such as leases and agreements, ensuring they are available when required; • Management of the filing system so that consistency and easy accessibility is maintained. 	<ul style="list-style-type: none"> - Information can be accessed quickly and easily - Sensitive information dealt with appropriately and confidentially - Creating improvements through Data Manipulation. 	<ul style="list-style-type: none"> - Ability to demonstrate a professional, confident and 'can do' attitude. - Good eye for detail and accuracy. - Experience of prioritising workload, time management and dealing with conflicting priorities. - Able to work effectively under pressure. - Ability to work independently without close supervision - Flexible approach - Confidential approach towards confidential and sensitive information.
<p>3. Service Delivery</p> <ul style="list-style-type: none"> • Organise, schedule and attend all external and internal meetings as necessary; • Manage demands on time by using communication skills including listening and negotiating; • Communicate effectively with key partners; • Ensure Senior Managers are aware of deadlines for key meetings; • Keep accurate records by using active listening skills; • Signposting, screening calls and dealing with enquiries. 		
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by ManagerDate.....</p>	<p>Review due by</p>	