

## Job Description and Person Specification

<b>JOB TITLE</b>	Governance and Risk Officer
<b>JOB GRADE</b>	E – SCP 32 to SCP 36, starting salary £40,221
<b>REPORTS TO</b>	<b>Interim Strategic Director</b>
<b>DIRECT REPORTS</b>	None

### Job Purpose

- To lead on providing a high quality, professional, proactive and effective corporate governance and risk service across the organisation and to the Management Committee and its associated panels.
- To work with the senior management team to provide assurance to the Management Committee that EELGA has a robust set of governance and risk management arrangements in place.
- To support colleagues in order to embed appropriate governance arrangements and risk management.

### KEY PARTNERS

Local authority Members and officers, the Local Government Association, other partner bodies in the East of England including health, police, fire and rescue, Transport bodies and the voluntary sector, UKIC partners, central government, various National partners, Talent Bank Associates and commercial partners.

### Principal Accountabilities

1. Support the Chief Executive and Senior Management Team in the review of all Governance requirements including all legal requirements, Regulatory Standards and frameworks.
  - Create and embed a professional governance function and process within EELGA.
  - Work with the Senior Management Team to provide assurance to the Management Committee that EELGA has a robust system of internal controls and complies fully with statutory and regulatory requirements.
  - Assist the Senior Management Team in ensuring that the principles of good governance are communicated and upheld.
  - Support the Chief Executive and Senior Management Team on all constitutional and governance issues, seeking formal advice as required.

2. Lead on ensuring that the organisation has a robust and effective risk management framework in place and that this is embedded across EELGA.
  - Support and embed the risk management and internal controls framework and work alongside the Senior Management Team to proactively mitigate the actual and perceived risks across the organisation.
  - Maintain strategic and operational risk registers.
  - Provide support and training for colleagues across the organisation to raise risk awareness and risk management, and use of associated systems, undertaking training where necessary.
  - Work alongside the senior management team members, to establish risk management in their areas of responsibility.
  - Carry out risk reporting in an appropriate way for different audiences, for example, to the Management Committee, to senior management team to ensure they are aware of risks relevant to their parts of the organisation, and to individuals to understand their accountability for individual risks.
3. Act as the first point of contact for EELGA in relation to governance and stakeholder management for specific groups, e.g. EELGA Management Committee.
4. Provide support for Assembly meetings (including the AGM), Management Committee and Panel meetings. This will include coordinating the forward plan, and ensuring that agendas, papers and committee packs are prepared in a timely and accurate manner and circulated appropriately ahead of meetings.
5. Ensure internal corporate policies are kept up to date and compliance across the organisation recorded and monitored.
6. Assist with internal and external audit processes as required.
7. Drive continuous improvement and innovation across your areas of responsibility to ensure that our services offer value for money, meet budgetary requirements and remain efficient and effective.
8. Ensure a high degree of collaborative working, liaising with managers, colleagues and Members to ensure consistently high standards of service are delivered.
9. Communicate well with colleagues to ensure processes are followed and they are fully supported in the relevant areas.
10. Role model a culture in which equality and inclusion matters become enshrined in each and every operating activity across EELGA.

11. To work within the procedures and policies of the EELGA, including for example HR, Health and Safety, IT and Data Protection policies.
12. To participate in EELGA staff meetings, engagement activities and training/OD programmes. Always look to expand your learning and undertake all training and development essential for this role.

You will be responsible for a wide range of activities as would be expected of an organisation of this size. As with all posts there are specific requirements, responsibilities and delegated powers, however these are not all listed here and will change over time as the organisation continues to grow and develop. This role may occasionally require work outside normal office hours.

## Person Specification

### Education and Training

- Relevant professional qualification, such as Institute of Risk Management (IRM) or part qualified, and/or or member of the Institute of Chartered Secretaries and Administrators desirable but not essential.

### Work Experience

- Previous work in a Governance and/or risk management role
- Experience of working alongside Boards, Committees or Senior Management.
- Collaborating and working as part of an effective team.
- Implementing systems and control procedures linked to risk, and/or governance and/or regulatory requirements.
- Experience/understanding of working with local authority Members and chief executive/chief officers and an understanding of democratic processes.
- Experience of best practice in Board and Committee organisation, including management, support and day-to-day running.

### Knowledge and Skills

- Knowledge of the local government sector.
- Knowledge of Risk Management, associated processes and associated systems.
- An awareness of 'the bigger picture' to enable effective interpretation and implementation of policy.
- Discretion in dealing with confidential or sensitive matters, and able to deliver difficult messages with diplomacy and tact.
- Able to co-ordinate meetings for Board and Committee Members.
- Ability to multi-task, prioritise workloads and meet deadlines.
- Able to quickly find pragmatic solutions, seek improvements, and adapt to changing situations.
- Excellent written, verbal and communication skills, conveying information clearly and concisely.
- Excellent time management skills.
- Excellent IT skills, with thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint).
- Excellent information management skills and ability to develop and manage systems for recording and storing information and data.
- Able to work with minimal supervision, manage own workload and taking responsibility for achieving results.
- Good interpersonal skills, maintaining good relationships with a wide variety of different groups and interests.
- Collaborative and collegiate approach to problem solving.
- Sound judgement, and political astuteness
- Acts with integrity, confidentiality and able to build high levels of trust.
- Resilient, robust, confident and determined, also self-aware and committed to addressing areas for personal development.

- Understands and embraces inclusion and equality, treating everyone with dignity and respect with a real desire to understand and meet customers diverse needs.
- High personal integrity and a strong focus on personal accountability to deliver effective outcomes.
- Ability to see opportunities, positive “can do” attitude and willingness to support others where needed.
- Pleasant and helpful manner with the ability to deal with stakeholders appropriately.
- Flexible and organised in approach to workloads

### **Special Requirements**

- A flexible approach to agile working.
- Ability to work from home and to come into the office for team meetings, specific pieces of work, and IT support.