

SINGLE CORPORATE SERVICES

Corporate Governance

Job title:	Corporate Governance Officer	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Corporate Governance Manager	
Accountable to:	Group Director of Corporate Governance	
Pay Band:	5	

As part of the Single Corporate Service, the role provides a corporate secretariat service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service is delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

Job purpose

To support the provision of a robust and effective corporate secretariat service as part of the Board Secretariat function, ensuring effective decision-making by the Board, its Committees and other key forums in the organisations and the implementation of best corporate governance practice.

Job summary

1. To provide a robust and comprehensive secretariat service to the Board and its Committees, as well as Executive Teams and other key forums to ensure the effective and efficient administration of activity and to support the broader corporate governance function to ensure effective governance of the Trusts.
2. To support the Corporate Governance Manager to deliver the corporate secretariat function and the Group Director of Corporate Governance in delivering an effective and efficient corporate governance system.
3. Liaison with the Executive Directors and Non-Executive Directors as well as Trust Leadership Teams, other senior personnel, support teams and governance colleagues across both Trusts as required to fulfil the responsibilities of the role.

Specific Core Functions

1. To support the Board Secretariat team to achieve excellent standards of corporate governance through the provision of a robust corporate secretariat service to the Group.
2. To undertake a comprehensive secretariat service to the Board and its Committees and any other key forums in the Group as directed, to ensure effective and efficient administration of in line with best practice in corporate governance.
3. Arrange meetings in person and by Teams, coordinating diaries and sending invites, booking meeting rooms and ensuring these are set up appropriately for the conduct of business.
4. To draft quality meeting minutes, draft agendas in liaison with Committee chairs, manage the collation, review and distribution of meeting papers in accordance with deadlines, note and track actions to completion including reporting on progress and draft escalation reports from committee meetings, providing an excellent secretariat service.
5. To ensure that decision-making processes are managed and documented correctly.
6. To support Committee chairs with advice on corporate governance aspects of meeting preparation and conduct, ensure that chairs are fully briefed for their role and support members with administration for meetings such as travel arrangements.
7. To ensure that the Executive Team meetings are managed and documented correctly and that agendas, minutes and reports/papers are agreed, prepared and despatched in compliance with the Executive Team's agreed processes and statutory requirements, providing an excellent secretariat service.
8. To manage business cycle planning for Committees, the Executive Team meetings and any other forums as directed, ensuring the maintenance of a robust and up to date planner for all forums and an effective information flow.
9. To co-ordinate business cycles and planning with the Trust Leadership Teams, ensuring appropriate information flow and escalation reporting
10. To act as a point of contact for meeting paper authors and provide direction and guidance on required paper content to authors and support teams.
11. To use Board Management Software and other methods for meeting paper distribution and suggest efficiencies and innovation for consideration.
12. Support with maintenance of key corporate documents such as Standing Orders, statutory registers, keeping these up to date as required.
13. Support with key governance programmes of work as part of annual activity, such as but not limited to, collation of information required for the Annual Report and Accounts, which may include drafting sections relating to specific matters within the role's responsibilities, annual corporate planning, annual Board and Committee effectiveness reviews, co-ordinating Board development.
14. To support the Non-Executive Directors in the fulfilment of their roles, by being the first point of contact and assisting with diary management, training bookings, IT, remote access and expenses claims and support with arrangement and delivery of induction training.
15. To coordinate the delivery of Declarations of Interest, Gifts & Hospitality, and Sponsorship, providing administrative and governance support in line with the Standards of Business Conduct policy,

16. Support with arranging and administration connected with Well Led Reviews, Internal and External Audits and CQC inspections as required.
17. Monitor inboxes and correspondence received for the Boards and escalate as necessary.
18. Able to provide focused attention to detail in the compilation and review of all documents, including reports and other important documents and with tight timescales.
19. Excellent computer skills with the ability to input and manipulate data and to support analysis and reporting.
20. Undertake complex diary management and schedules to support the function of the Board and Committees.
21. Undertake other administrative and governance support duties as directed by the manager.
22. This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
23. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Key Responsibilities

Communication and Working Relationships

The post holder will be providing and receiving routine information orally, in writing or electronically from and to work colleagues, patients, clients, carers, the public or other external contacts and needs to have strong skills of communication and diplomacy.

Analytical and Judgement

Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

The post requires developed physical skills to enable keyboard use and meeting set up.

Patient Client Care

Assists patients/clients/relatives during incidental contacts.

Policy implementation

The post holder is responsible for a range of policy implementation.

Physical effort

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

There is a frequent requirement for intense concentration and periods of pressure for delivery to timescales.

Working conditions

Requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Degree level (or equivalent)	Qualification in corporate governance or healthcare governance (or equivalent experience)	Application
Experience	Experience of committee meeting administration and management Experience of arranging complex meetings and working with senior managers Advanced skills for keyboard use for producing reports, spreadsheets and correspondence. Excellent verbal, telephone and written communication skills. Ability to build strong working relationships with Directors, senior leaders and other key personnel Ability to use own initiative and deal with competing priorities.	Previous experience in a Corporate Secretariat function or associated role Experience of providing advice on protocol and procedures relating to Board meetings (or equivalent senior meetings) and decision making	Application and interview
Knowledge	Demonstrable strong knowledge of good corporate governance practice Demonstrable understanding of Committees and governance frameworks Ability to deliver multiple objectives concurrently IT experience and advanced analytical skills	Demonstrable knowledge of effective governance practice in healthcare Specialist knowledge and understanding of Committee work and governance structures	Interview

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.