

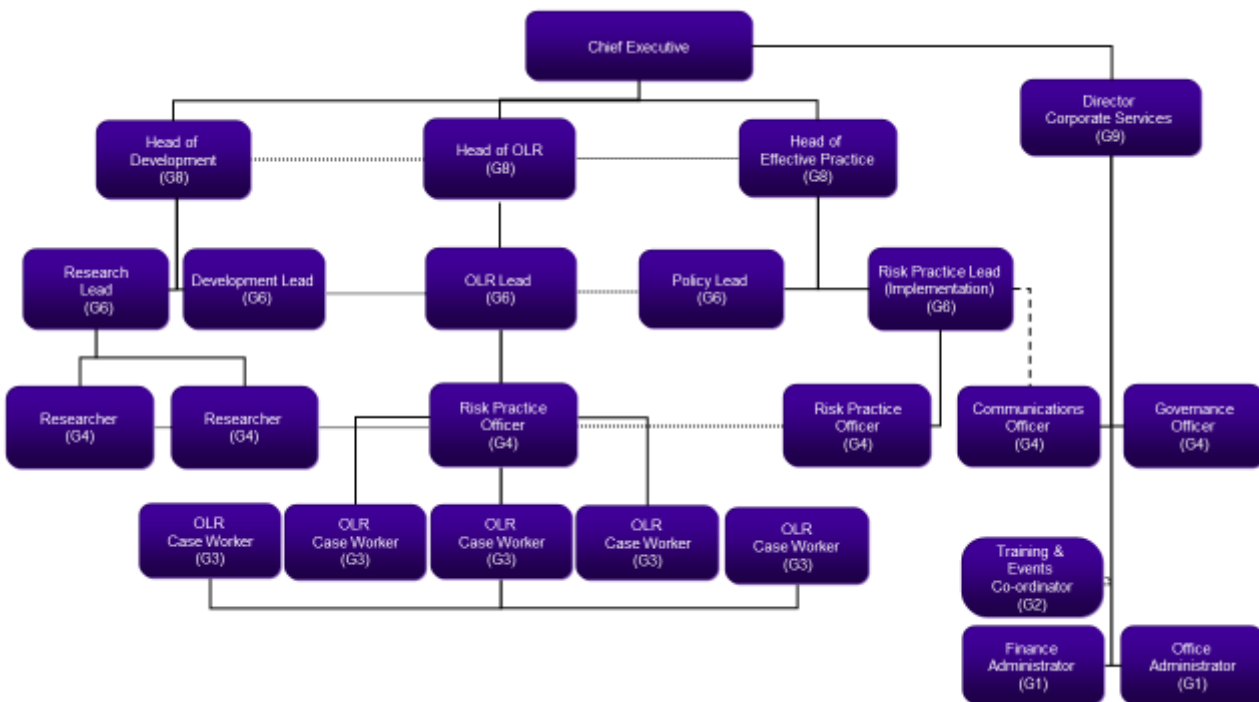
1. JOB DETAILS

JOB TITLE	Governance Officer
IMMEDIATE MANAGER	Director of Corporate Services
GRADE	Grade 4 (269 – 370)
HAY SCORE	342

2. JOB PURPOSE

This role will provide lead support for functions relating to Corporate Governance, Human Resources and Records & Data Management. The role will report on compliance and coordinate the development and maintenance of corporate policies and procedures; internal control systems and performance management processes. The role will have responsibility for ensuring the RMA fulfils its statutory reporting duties.

3. ORGANISATION CHART



4. DIMENSIONS

Important dimensions include:

- Dealing with Freedom of Information and subject access requests to timescale
- Producing regular internal performance management reports
- Publishing corporate statutory reports to required timescales
- Supporting Human Resources activities
- Conduct ongoing reviews of corporate policies and procedures
- Supporting Board and Committee meeting processes

5. MAIN ACCOUNTABILITIES

Corporate Governance

- Developing and monitoring of corporate policies and procedures to ensure compliance with corporate requirements
- Preparing statutory reports including the Annual Report & Accounts, Best Value Report, Records Management Plan, Business Plan and Equality Duty Reports
- Providing administrative support for Board and Management Meetings
- Reviewing and developing all corporate performance management systems and ensuring production of regular management reports
- Administering corporate complaints handling processes
- Leading on matters relating to Equality Duty including the production of EQIA reports
- Maintaining Corporate Risk Management Register
- Reviewing and reporting on systems of internal control; assurance and compliance
- Developing and providing administrative support to corporate procurement processes

Human Resources

- Developing and maintaining HR policies and procedures together with reporting measures to ensure compliance.
- Providing administrative support for Human Resource functions including recruitment; development; and appraisal processes.
- Producing statutory and internal performance HR reports

Records & Data Management

- Leading and advising on the development and implementation of records management systems to ensure the security of information and data
- Leading and advising on matters relating to Freedom of Information including the development and maintenance of procedures to ensure compliance with legislation.
- Leading and advising on matters relating to GDPR Data including the drafting of data sharing agreements

Undertake other reasonable duties as required by the needs of the Authority.

6. LEVEL OF AUTONOMY AND DECISION-MAKING

The post holder works in an autonomous manner, and is free to decide day-to-day priorities including allocation of work, setting timetables and taking decisions on whether to seek input from senior management colleagues on issues, and/or to prepare and seek agreement on business cases for purchases or services.

Approval for all expenditure is referred to the Director of Corporate Services in accordance with RMA financial procedures.

The post-holder is responsible for ensuring that the DCS is informed of issues. Identifying and escalating emerging risks and concerns to the DCS to ensure continuous and efficient delivery of the RMA's statutory functions.

7. COMMUNICATIONS

The post holder will engage frequently with all RMA staff.

The main external contacts of the post are:

- Stakeholders as and when required to source information and knowledge exchange
- Public and other bodies as and when required, regarding Freedom of Information requests; Complaints Handling and Subject Access Requests.
- Information Commissioner, as and when required, in relation to the RMA's Freedom of Information Publication Scheme and Data Protection registration.
- Professional bodies to seek advice on policy development

8. COMPLEXITY

The main sources of complexity are:

- the role requires a wide knowledge base to support Corporate Governance; Human Resources and Data and Records Management activities.
- Ability to interpret and fulfil statutory requirements relating to a broad set of activities – Freedom of Information; GDPR and Human Resource legislative requirements.
- Ability to develop and monitor implementation of corporate policies and procedures
- Handling sensitive and confidential data and information in line with GDPR.
- Advising management team on areas of expertise
- the ability to analyse information to inform performance reporting
- The role requires an understanding of many business processes to the ensure effective implementation of procedures.

9. KNOWLEDGE SKILLS AND EXPERIENCE REQUIRED

Knowledge

- A degree in Business; Law; Accounting or related business field
- Knowledge of statutory processes relating to Freedom of Information and GDPR
- An understanding of Human Resource processes
- Knowledge of Records Management processes
- Knowledge of Corporate Risk Management Reporting
- Knowledge Internal Control and assurance processes
- Knowledge of Project Management processes

Skills

- Excellent written and verbal communication to support statutory reporting functions
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Ability to conduct and write investigation reports

Experience

- A track record of managing multiple diverse projects
- Interpreting legislation to inform the development of corporate policies and procedures.
- Performing data analysis to inform performance reporting
- Producing corporate reports
- Supporting Board governance processes

10. AGREEMENT

Job Holder Name (Printed):

Signature:

Date:

Director Corporate Services:

Signature:

Date: