

Coast to Capital

Job Description

Job Title: Governance Officer

Department: Corporate

Reporting to: Head of Corporate Affairs

Salary: £29,000pa

Term: Permanent, full-time

Location: Three Bridges, Crawley – Our workforce is currently working remotely, with a plan to return to our offices in Three Bridges when government guidance allows.

About Us

As a **Local Enterprise Partnership** we are here to provide strategic leadership to drive economic growth and the sustainable success of this beautiful, vibrant, and exceptionally well connected area. We have already secured over £300 million of public investment to ensure our economy is future-ready and to raise our profile even further we are developing a strong **Local Industrial Strategy**. We are collaborative to our core, passionate about the success of this area, and believe that by working together, there's nothing we can't achieve.

The Role

Local Enterprise Partnerships are subject to significant scrutiny from Government as we are responsible for allocating a large amount of public funds. We are proud that this year Government has assessed our performance as 'Exceptional' in terms of our Governance. We have a vacancy for a **Governance Officer** who is responsible for delivering the governance of Coast to Capital, ensuring compliance with our Assurance Framework (which sets out how Coast to Capital operates and takes decisions) and leading our commitment to exceptional governance and transparency.

Main Responsibilities

- Leading the annual process to review the Assurance Framework in line with Government guidance.
- Continually keeping the Assurance Framework under review in order to recommend appropriate updates.
- Supporting the Annual Review with Government.
- Maintaining and updating Board member and staff Register of Interests.
- Maintaining and updating the Corporate Risk Register.
- Developing and maintaining governance policies such as the Conflicts of Interest Policy, Complaints Policy, Whistleblowing Policy and Gifts and Hospitality Policy.
- Leading and supporting internal corporate projects as required by the Audit Committee.
- Preparing the annual Governance calendar.

- Organising and delivering Coast to Capital Board, Audit Committee and other internal governance meetings, including preparing agendas, commissioning papers, distributing papers (physical and electronic) and minute taking.
- Securing meeting venues and organising all aspects of the meetings including welcoming guests, catering and recording attendance (Subject to COVID restrictions).
- Ensuring all meetings are compliant within our governance requirements, in particular for virtual meetings.
- Organising the recruitment and selection/election of new Board members and Committee members.
- Organising Board member induction, annual appraisal, training and development opportunities appropriate to their role.
- Responding to enquiries about corporate governance, complaints and FOI requests.
- Undertaking any other work as could be expected of a Governance Officer.

Skills, Competencies and Experience

Essential

- An understanding of Corporate Governance.
- Excellent organisational skills such as proactive prioritisation and ability to manage own workload amid conflicting demands and busy work periods.
- Excellent relationship building skills, such as the ability to develop and maintain effective working relationships with senior staff and Board members.
- Communication skills including written and verbal skills, in particular attention to detail in writing minutes.
- Stakeholder Engagement skills including strong customer relationship skills
- IT skills including competence in Microsoft Office packages and video conferencing software such as zoom.
- Teamwork skills such as building relationships and working effectively with a small team.
- Motivational skills such as ability to work on own initiative and a commitment to life-long learning and development.
- Ability to exercise discretion in dealing with confidential or sensitive matters.
- Interpersonal skills such as flexibility and empathy with our values and a supportive culture that promotes kindness and wellbeing.

Desirable

- Significant experience of Corporate Governance.
- Understanding of Local Enterprise Partnership Governance Requirements.

Our Offer

We are a small but passionate and high performing team which is ambitious for the Coast to Capital area. **Ambitious** is one of our corporate values along with **Focused, Trusted, Champion** and **Diverse**, and we are all working hard to make Coast to Capital an 'Exceptional' Local Enterprise Partnership. Our Senior Management Team is committed to creating and promoting a diverse, open and inclusive culture. Our supportive environment is important to us and employee wellbeing is a key priority.

For a small company, we offer an excellent benefits package for employees, details of which can be found [here](#). You can find further details on how to find us [here](#). Take a tour of our excellent facilities [here](#).

How to apply

Please send your CV and covering letter which sets out your interest in the role, highlights your relevant experience and states how you meet the skills and competences to Kristel Smith, Office Manager at kristel.smith@coast2capital.org.uk by **Friday 30 October 2020**.

- We expect interviews to take place on **Friday 06 November 2020** and if you choose to apply you will be kept updated on the outcome of your application.
- If you are successful at interview stage you may be invited for a follow up interview with a member of the Senior Management Team before appointment.
- For some roles a short skills test or presentation is included at interview stage.

By applying for this role, you accept the terms of our [Privacy Notice](#).

Equality, Diversity and Inclusion

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services. Our Equality and Diversity Policy is available on our website www.coast2capital.org.uk. If you have any special or disability-specific requirements to assist your understanding of the role or to attend an interview, please let us know when applying and we will make every effort to accommodate your needs.