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| **Profile Title:** | SCR Governance and Compliance Officer |  | | | | | |
| **Reports to:** | Business Services Manager |
| **Employee Management:** | None | **Grade:** | 7 | **Profile Ref:** | | | 102908 |
| **Purpose of the Post** | | | | | | | |
| To provide a comprehensive, co-ordinated and efficient service to the Managing Director, Directors and Board members of the SCR CA / LEP, enabling them to fulfil their role effectively in the context of a highly-pressurised working environment. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * The servicing of meetings of the decision making bodies, working parties and processes of the SCR LEP, Combined Authority, CEX and Executive Boards including minute taking and paper management. | | | | | | | |
| * Prepare and deliver minutes, agendas, reports, briefing notes and presentations. | | | | | | | |
| * Ensure that key meetings and discussions between representatives of partner agencies about major service and policy issues are properly briefed and supported and outcomes recorded and actioned. | | | | | | | |
| * Identify matters of potential significance for the decision making process arising from day-to-day contact with Elected Members and Senior Officers and correspondence received in the Governance Unit, from whatever source and take appropriate action. | | | | | | | |
| * To ensure that, procedurally, decisions taken comply with legal and other requirements. | | | | | | | |
| * Contribute to the development of service strategies, policies, plans and procedures. | | | | | | | |
| * Implement and maintain electronic and paper based systems. | | | | | | | |
| * Provides historical reference by ensuring retention, protection, retrieval, transfer, and disposal of records, working with the SCR CA s151 and Monitoring Officers and their representatives. | | | | | | | |
| * Provides support and interface with support services to the SCR Executive and Combined Authority/LEP including human resources, finance, legal, procurement and clerking. Supports on recruitment and procurement processes as appropriate. | | | | | | | |
| * Undertake general business support including word processing, photocopying, filing, emailing and dealing with mail. | | | | | | | |
| * Undertake research and project work which may vary widely in complexity and detail as required. | | | | | | | |
| * Produce high quality documentation including letters, reports, graphical documents etc., utilising appropriate Microsoft packages using advanced functionality such as mail merge, charts and graphs. | | | | | | | |
| * Keep abreast of wider service developments as well as maintain knowledge of local and national regulations, policies and procedures to enhance the service accordingly, to satisfy internal and external demands. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management and represent Senior Management where required. | | | | | | | |
| **Education and Training** | | | | | **Measure** | **Rank** | |
| * Diploma in Management Studies or level 5 in Management or equivalent level professional qualification. | | | | | A/C | E | |
| **Relevant Experience** | | | | | **Measure** | **Rank** | |
| * Extensive, in-depth experience of servicing meetings within a local authority. | | | | | A/I | E | |
| * Extensive, in-depth experience of working within a political environment. | | | | | A/I | E | |
| * Extensive, in-depth experience of working, at a high level, across Departmental/Directorate boundaries. | | | | | A/I | E | |
| * Extensive, in-depth experience of working at a high level with Members and Officers in other local authority/partner agencies. | | | | | A/I | E | |
| * Experience of providing specialist advice and guidance to managers, external agencies and other forums on a regular basis. | | | | | A/I | E | |
| **General and Special Knowledge** | | | | | **Measure** | **Rank** | |
| * In-depth knowledge of the Joint Authorities Constitution. | | | | | A/I | E | |
| * Thorough knowledge of management and operational systems within a Local Authority. | | | | | I | E | |
| * Working knowledge of Microsoft applications. | | | | | A/I | E | |
| * Knowledge of the pressures facing local government. | | | | | A/I | E | |
| **Skills and Abilities** | | | | | **Measure** | **Rank** | |
| * High level of ability to produce clear and accurate reports and minutes of meetings in varying styles appropriate to the requirements of the meeting and audience in question. | | | | | A/I | E | |
| * Ability to analyse reports and oral debates critically to establish the fundamental issues of the matter in question. | | | | | T/I | E | |
| * High level of ability to interpret policies, procedures and rules to give advice on the operation of the decision-making system. | | | | | T/I | E | |
| * Ability to adapt to an unfamiliar environment, particularly in relation to the operating practices in Partner organisations across South Yorkshire. | | | | | I | E | |
| * Ability to work effectively as part of a small team. | | | | | A/I | E | |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders, especially senior Elected Members and officers. | | | | | A/I | E | |
| * Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict, with a high level of tact and diplomacy. | | | | | A/I | E | |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. | | | | | A/I | E | |
| **Additional Requirements** | | | | | **Measure** | **Rank** | |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. | | | | | A/I | E | |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | A/I | E | |
| * Work in accordance with the council's values and behaviours. | | | | | I | E | |
| * Able to undertake any travel in connection with the post. | | | | | A/I | E | |