

# Governance Officer

Job details	
Directorate:	<b>Membership and External Affairs</b>
Department:	Policy
Team:	Private Law, Technology & Sustainability
Grade:	Career Professional B
Reports to:	Head of Private Law, Technology & Sustainability
Line management responsibilities:	No
Location:	London

## Role overview

To enable the effective operations of the Law Society's Council, Board and committees, and to support colleagues across the business to engage with governance groups and processes.

## Core duties of the role:

The post holder will:

- Schedule and make all necessary arrangements for meetings of allocated committees or member volunteer groups
- Liaise with a broad range of colleagues and Elected and Appointed Members ('EAMs') on the preparation and presentation of papers
- Ensure that reports are collated in a timely fashion and are in the required format to be clearly presented

- Produce accurate, concise and timely minutes, prepare action sheets after meetings and track actions taken
- Distribute, retain and file meeting papers appropriately
- Collaborate with relevant communications teams to keep related information on the Law Society intranet and website up to date
- Keep related meetings, membership and distribution information up to date
- Keep Governance team colleagues, business stakeholders, meeting chairs and other members informed of developments between meetings and respond to related enquiries in good time and to a high standard
- Support and administer the recruitment and appointment of Council and committee members including drafting membership reports
- Participate in or lead on team initiatives as may be requested from time to time
- Respond to queries from members and staff
- Provide ad hoc cover for Governance Officer colleagues in the event of sickness or other absence
- Working with committee members who are 'volunteers' and the majority of whom have many competing duties and pressures but at the same time high expectations of their involvement with the Law Society and the quality of support they receive.

### Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Experience of providing credible and reliable administration type work within in a complex organisation.	Application Form
Excellent minute-taking skills. Excellent organisational and time management skills, with the ability to work flexibly in response to changing priorities.	Interview

Excellent interpersonal skills, including the ability to deal with sometimes demanding individuals and competing priorities.	Application Form
High level of attention to detail.	Application Form
Experience in using Microsoft Office, including Teams and SharePoint, and the ability to become familiar with new systems quickly.	Interview
A proactive approach to supporting the Law Society with its commitment to Equality, Diversity and Inclusion at work, to include proactively supporting a respectful, welcoming and supportive working culture.	Interview
Ability to understand a complex organisational environment and work well with a range of senior stakeholders.	Interview
Ability to deal with a demanding workload and be able to judge priorities and respond to competing work demands creatively and flexibly, while ensuring standards are maintained, and deadlines met.	Application Form
Discretion to handle confidential or sensitive information appropriately.	Interview
Excellent communication skills, including the ability to write accurately and clearly.	Interview

## Organisational chart

