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| Last updated: | March 2023 |

**JOB DESCRIPTION**

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| Post title: | **Corporate Governance Officer (NETSCC)** | | |
| School/Department: | NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC)- School of Healthcare Enterprise and Innovation (HEI) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Assistant Director Contract Performance and Compliance, NETSCC | | |
| Posts responsible for: | 2 x Executive Assistant/Senior Administrator | | |
| Post base: | Office-based, with hybrid working options available | | |

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| Job purpose |
| Reporting to the Assistant Director Contract Performance and Compliance (NETSCC), the post-holder will provide governance advice and oversee administrative support for the delivery of key corporate governance activities, ensuring that effective governance policies and arrangements are in place to manage the business of NETSCC, promote effective decision-making and meet reporting requirements. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Corporate Governance**  To be responsible for provision, maintenance and development of a comprehensive and robust corporate governance framework, including a Scheme of Delegation, compliance with Register of Interests, Fraud Awareness, Conflicts of Interests and complaints procedure. | 35 % |
|  | **Support for Governance groups**  To be responsible for administrative support to enable the smooth running of senior manager governance bodies   * To oversee provision of secretariat function supporting the Contract Management and Planning Executive Group. * To develop arrangements which meet the information needs of the Contract Management and Planning Executive Group. * To oversee workshop and information exchange arrangements with the senior leadership team. * To oversee meeting arrangements between Directors and NETS Programme Directors. * To develop and oversee arrangements for NETSCC contract re-tendering. * To oversee arrangements for VIP visits to NETSCC. | 30 % |
|  | **Project management**  To lead or support defined projects, including:   * Policy and work instruction development and writing. * Develop good practice guidance and training for report writing, Agenda planning, Minute taking. * To work with Information Governance Manager and Business Planning Manager as needed to support policy development. * Support the development of hybrid way of working through developing new policy documents and ways of working. | 15% |
| 4. | **Line management:**  To line manage the Executive Assistants, providing support to ensure well-being, effective working and delivery of objectives in accordance with business needs. | 10% |
| 5. | **Analysis and Reporting:**  Apply robust analytical skills and knowledge of governance to carry out background research and complex analysis, producing reports, management information, recommendations, briefing papers, presentations and documentation to inform decision making by senior management. | 5% |
| 6. | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Other members of the department/University staff.  Other members of National Institute for Health and Care Research (NIHR)  External customers |

| Special Requirements |
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| * Postholder many be required to undertake planned travel within the UK to attend meetings, events or conferences. * Flexible hours of work may be required for events, meetings etc. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification In business administration or a relevant field  Understanding of corporate governance.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Proven administration and organising skills; able to demonstrate excellent attention to detail, record keeping skills, interpersonal skills, anticipation and planning and customer service skills. | Previous experience of supporting the delivery of contract management and business planning.  PRINCE2 qualification or equivalent relevant project management experience. | Application, Interview |
| Planning and organising | Experience of independently organising activities, planning work, setting objectives and implementing regular reviews to evaluate progress.  Ability to multi-task and prioritise a conflicting workload. | Experience of successful project management. | Application, Interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them. |  | Application, Interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to formulate development plans for own staff to meet required skills. |  | Application, Interview |
| Communicating and influencing | Able to use influencing and negotiating skills to develop understanding and gain co-operation.  Able to provide accurate and timely specialist guidance on complex issues.  Excellent written and verbal communication skills and the ability to convey complex information simply.  Evidence of excellent interpersonal and customer service skills. |  | Application, Interview |
| Other skills and behaviours | Maintenance of confidentiality in information and data management.  Ability to track devolved work and maintain schedules, secure outcomes and manage events and meetings.  Excellent attention to detail and Record keeping skills. |  | Application, Interview |
| Special requirements | Flexible approach to working |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |