

# Governance Assistant



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## > Governance and Risk > Governance

### What's it all about

To provide pro-active administrative support to the Director of Governance and Compliance and to the Group Board and committees.

### How you'll make a difference

You will maintain the highest standards of personal and professional integrity and conduct for Notting Hill Genesis.

### How you'll do it

- Meeting planning and support, including agenda creation, collation of Board and committee reports using Decision Time (online meeting portal software).
- Assist the Governance Services Officer with accommodation, travel and catering requirements for Board and committee meetings, as required.
- Lead on the sealing of documents for the group, in accordance with procedures, ensuring accurate record keeping is maintained and records are updating as necessary (training provided).
- Monitoring the Governance mailbox and escalating matters as appropriate, ensuring matters are dealt with professionally and efficiently to agreed timescales.
- Filing of returns with external bodies such as Companies House and the FCA as required ensuring deadlines are tracked and met and accurate information is submitted (guidance will be provided).
- Provision of secretarial support to the Director of Governance and Compliance and other members of the Governance Team as appropriate/directed.
- Any other duties commensurate to the role as directed by Line manager or Director of Governance and Compliance
- Adherence to financial regulations, policies and procedures relevant to NHG.
- Always ensure confidentiality, only releasing confidential information to those acting in an official capacity in accordance with the provisions of the General Data Protection Regulations.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least four days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

#### Essential knowledge, experience and skills including qualifications and professional membership

- Solid administrative / secretarial exposure, including meeting scheduling, document creation and record keeping.
- Effective communication with stakeholders at all levels.
- Successfully working as part of a team to ensure that objectives are met, as well as individually using own initiative.
- Dealing with sensitive and confidential information whilst maintaining discretion.
- Meticulous attention to detail.



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- High self-motivation and ability to work proactively using own initiative.
- Ability to work at pace to achieve deadlines.
- Ability to build relationships and work well within a team.
- Proficiency with MS Office, including Word & Excel as well as online tools such as MS Teams and SharePoint.