Corporate Governance Minute Taker

Governance

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| **Overview** | |
| **Role Purpose** | Provide high level minute taking support for the organisation |
| **Responsible for** | Working with the Company Secretary and Deputy Company Secretary to undertake minute taking as required within the Corporate Governance function |
| **Reports to** | Deputy Company Secretary |
| **Line management** | None |
| **Tier** | 9 |
| **Expectation Level** | Colleague |
| **Role relationships** | |
| **Internal** | Members of Board, Committees and subsidiaries; Senior Management; project managers |
| **External** | External suppliers and consultants for the provision of services Relevant staff in partnership agencies |

| **Role accountabilities** |
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| **Company Secretarial and Board and Committee servicing requirements**   * Attend the meetings and take minutes, ensuring that decisions are correctly recorded and all meeting documentation is filed as necessary * Assist when required in the production of agendas (including agenda forward planning) and papers for those Boards, Committees, Subsidiaries and Joint Venture Boards assigned to this role as required * Develop and maintain productive working relationships across the organisation including with the Chair and Board members, Committee Chairs and members and the Executive Board * Review Committee, joint venture and subsidiary board papers, and those of other meetings as required, to ensure that decisions required are clearly set out in the recommendations and that decisions are being made at an appropriate level within NHG’s delegated authorities * Attend Committee, joint venture and subsidiary board meetings providing advice and ensuring good governance practices are being followed, referring to the appropriate delegated authorities as required * Undertake the preparation of meetings and awaydays as required * Assist in induction, appraisal and retirement of Joint Venture and committee members and keep such processes under review * Administrator for the electronic meeting portal as required for those board and committee meetings for which this role has designated responsibility   **General**   * Develop and maintain constructive working relationships with professional networks to identify and share good practice * Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the General Data Protection Regulations * Ensure you follow the financial regulations, policies and procedures at NHG * Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others |
| The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required. |

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

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| **Personal Specification** | |
| **Experience (executive)** | |
| **Essential** | **Desirable** |
| * Experience of working with confidential and sensitive material in a professional manner * Knowledge of governance good practice * Proven ability to understand and act on relevant legislative requirements and governance procedures * Proven experience of supporting decision making and improving processes * Proven experience of working with a wide variety of people at all levels, up to, and including, Board members and Directors * Experience of working as part of a team to ensure that team objectives are met * Experience of recording of decisions and production of documents * An understanding of, or ability to quickly understand, the statutory and regulatory context in which NHG operates and the principles of company law | * Previous work in UK Housing Associations |
| **Professional expertise (know how & experience)** | |
| **Essential** | **Desirable** |
| * Excellent organisational and IT skills including Excel and Word, along with good attention to detail | * Chartered Governance Institute qualification or equivalent experience |
| **Skills** | |
| **Essential** | **Desirable** |
| * Excellent minute-taking and written communication skills with ability to produce concise and high-quality minutes and reports * Self-motivated, performance driven with initiative to assess complex situations and make decisions quickly and effectively * Strong verbal communication skills with the ability to advise and influence people at all levels including Board members and Directors * Ability to quality assure/proofread a wide range of documentation * Exceptional time management, planning, prioritisation and organisational skills with ability to work to tight timescales and under pressure, delivering work of great accuracy and quality * Ability to secure the confidence of Board members, Directors and senior officers and provide authoritative advice on governance matters * Able to maintain confidentiality at all times |  |
| **Qualifications and/or professional membership** | |
| **Essential** | **Desirable** |
| * Degree level ability or equivalent level of competence / experience. | * Chartered Governance Institute |

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| **NHG Expectations** |
| NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.  This role is a **Colleague** expectation level and therefore you should refer to the **Colleague** expectation profile in addition to this role profile.  The full NHG expectations framework is available on our external job site page and intranet, Milo. |

You’ll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.