

PERSON SPECIFICATION

Job title	Corporate Governance Officer
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Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Graduate (or demonstrable level of skills / experience) ✚ Excellent communication skills; adaptable style to meet the needs of different audiences ✚ Excellent literacy and numeracy skills ✚ Excellent IT and organisational skills ✚ Ability to build and preserve critical relationships with senior stakeholders and establishing credibility ✚ Ability to work collaboratively across business units and departments to promote & maintain effective working relationships ✚ Building a knowledge-base of the organisation and the markets in which it operates ✚ Ability to draw upon personal and professional skills to deliver excellence in delivering positive outcomes ✚ Leading by example, by promoting thinking, skills and behaviour associated with an effective performance management culture. 	<ul style="list-style-type: none"> ✚ Personal leadership: Capacity to build belief, confidence, shared clarity, consensus that energises/inspires real change through good governance ✚ Demonstrable business acumen derived from either experience or knowledge

Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Experience of or ability to produce formal Board level minutes ✚ Evidence of Continuous Professional Development – Actively develops skills and knowledge to maintain high professional standards 	<ul style="list-style-type: none"> ✚ Experience of corporate governance ✚ ICSA/CGI qualification or equivalent

Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Good knowledge of Microsoft Office suite, including Excel and Word ✚ Has knowledge and experience of representing their organisation externally 	<ul style="list-style-type: none"> ✚ Previous experience of supporting corporate governance / company secretarial functions ✚ Knowledge of charities and UK charity law ✚ Knowledge of UK company law ✚ Familiarity with working within a regulated environment ✚ Health and social care sector knowledge & experience. ✚ Adobe Acrobat ✚ Adobe Sign ✚ Convene

Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Excellent personal organisation ✚ Excellent attention to detail ✚ Flexibility to work outside of core hours when occasion demands (e.g. attendance at board and committee meetings) ✚ A good team player with a sense of collective endeavour ✚ A commitment to the high standards expected by the board of directors ✚ Highly motivated 	<ul style="list-style-type: none"> ✚ None