

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 in order to promote & maintain effective working relationships ✚ Building a knowledge-base of the organisation and the business 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 ✚ Understanding of teams and team dynamics ✚ 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"> ✚ Knowledge of project management ✚ Experience of corporate governance (or demonstrable ability to demonstrate thorough knowledge and application). ✚ Risk management and mitigation

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 UK company law and corporate governance requirements. ✚ Familiarity with working within a regulated environment ✚ Health and social care sector knowledge & experience. ✚ Charity Commission regulation ✚ 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. Board send outs and attendance at Board and Committee Meetings) ✚ A good team player with a sense of collective endeavour ✚ A commitment to the high standards expected by Board of Directors ✚ Highly motivated 	<ul style="list-style-type: none"> ✚ None