

Job Description

Governance Officer

Post Title: Governance Officer (A4701)

Points: 518 **Grade:** N7

Responsible to: Governance and Scrutiny Manager

Responsible for: n/a

Job Purpose: The provision of a support service to ensure delivery of effective governance services that meet statutory requirements, corporate requirements and customer aspirations.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support the Combined Authority's decision-making structure, including organising meetings and events, preparing and publishing agendas, action lists and minutes for a range of meetings, including formal committee meetings.
2. To take and co-ordinate action arising from such meetings, including undertaking or commissioning research, the preparation of correspondence and reports and organisation of events or evidence gathering sessions, on behalf of scrutiny and other committees.
3. To ensure that the Combined Authority complies with relevant legislation relating to the governance and decision making of the Combined Authority.
4. To contribute to the development, implementation, review and maintenance of business systems and processes which contribute to effective decision-making.
5. To ensure that the Authority complies with the ICO requirements in relation to handling/processing Freedom of Information requests and managing that process.
6. To provide advice and be responsible for the day to day management of ensuring that the Authority meets its responsibilities in relation to information governance, including privacy notices, information audits and document retention.
7. To undertake committee support for a range of internal and external partners.

8. To provide advice and support to members of the public on the Combined Authority's decision-making structure and attending formal meetings and events.
9. To provide advice and guidance to officers on local government legislation, regulations and procedures and the Combined Authority's Constitution.
10. To assist in the development and procurement of training of other officers, Elected Mayor and Cabinet as is relevant to effective governance of the Combined Authority.
11. To provide support and advice services to the Elected Mayor and Cabinet in relation to events in the region.
12. To account for financial expenditure that supports the role of governance and scrutiny in line with financial regulations and policies of the Combined Authority.
13. To contribute to corporate initiatives and projects as and when required.
14. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.