

The Biochemical Society Job Description for:

Job Title:	GOVERNANCE OFFICER
Reports to:	Governance and Membership Manager (GMM)
Department:	Governance and Membership
Directorate:	Operations

To manage and support named Biochemical Society (Society) and Portland Press Ltd (PPL) committees; to act as Executive Assistant to the Chief Executive Officer & Managing Director and provide administrative support to the Senior Management Team as required.

Committee administration

- To administer and manage committee meetings for the Finance Committee; Audit Committee; EDI Advisory Panel, and Policy Advisory Panel. To include but not limited to: compilation and preparation of agendas and associated papers, booking and management of venue, catering and accommodation requirements, and to act as main liaison between the Society/PPL and committee members on practical/logistical matters.
- Preparing committee papers, agendas, attending meetings to take accurate minutes within a clearly defined timescale and to pre-defined acceptable standards, and distribute to all stakeholders following approval from senior management lead and Chairperson of Committee.
- Under the management of the GMM, assist in the administration of information pertaining to all Society and PPL committees, including terms of office, role descriptors, as well as Charity Commission and Companies House filing for all Society and PPL committees.

Executive Assistant to Chief Executive Officer/Managing Director

EA duties to the CEO/MD including, but not limited to:

- Distribute approved communications on behalf of the CEO/MD
- In conjunction with the GMM prepare slides and presentation material on behalf of the CEO/MD
- Organise and maintain the diary of the CEO/MD
- Manage all meeting requirements of the CEO/MD, including venue, catering, travel, accommodation, booking and agendas
- Act as a first point of contact between the CEO/MD and external parties, including screening of telephone calls
- Respond to general enquiries on behalf of the CEO/MD
- General administrative assistance under direction from CEO
- Managing CEO/MD expenses including credit card reconciliation and liaison with finance department
- A keen appreciation of confidentiality requirements within the workplace.

Administrative Assistance to Governance Department

General administrative assistance to the Director of Operations including, but not limited to:

- Assistance in the preparation of Society and PPL governance (and related) documents
- Financial invoice/expenses processing and checking
- Awards and Grants administrative support as directed by the Governance and Membership Manager

Person specification

- Previous experience in committee work is desirable
- Excellent written and verbal communication skills are essential.
- Demonstrable ability to synthesise information from disparate sources into report format in a concise fashion
- Ability to build sound and diplomatic working relationships with others and in particular the ability to liaise with a wide variety of stakeholders.
- A first degree or equivalent qualification is highly desirable in this role
- Proficient in Microsoft Outlook, PowerPoint, Word and Excel (intermediate level)
- Positive personality and approach to business relationships coupled with a logical approach to thinking and organizing work
- Ability to work effectively on own initiative
- Discreet and confidential
- Highly organised with ability to prioritise and multi-task
- Strong attention to detail

Competencies

Initiative and Creativity - Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.

Judgment - Makes sound decisions; bases decisions on fact rather than emotion; analyses problems skillfully; uses logic to reach solutions.

Able to exercise discretion and judgment with confidential information, a high degree of trust is required in this role.

Customer Service - Listens and responds effectively to customer questions; resolves customer problems to the customer's satisfaction; respects all internal and external customers; uses a team approach when dealing with customers; follows up to evaluate customer satisfaction; measures customer satisfaction effectively; commits to exceeding customer expectations.

Cooperation/Teamwork - Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Support of Diversity - Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the Company's philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Quantity and Quality of Work - Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work. Does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way.

Communication - Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Attention to Detail - Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors data or processes; concentrates on routine work details; organizes and maintains a system of records.

Responsiveness - Responds to requests for service in a timely and thorough manner; does what is necessary to ensure customer satisfaction; prioritizes customer needs; follows up to evaluate customer satisfaction.