



# Royal College of Surgeons of England

ADVANCING SURGICAL CARE

**Job Title** - Governance Officer

**Salary** - £25,597 - £30,114

**Contract Type** – Permanent, Full-time (35 hours)

**Location** - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

## About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

## About the role

An exciting opportunity for an experienced Governance Officer to join a busy and dynamic team at the College.

You'll work closely with the Senior Governance Officer and Governance and Risk Manager to provide a high quality and professional secretariat service to sub committees of both the Council and the Faculty of Dental Surgery Board. This will include:

- Preparing agendas and papers for Committee meetings as well as writing up minutes and monitoring actions
- Supporting governance processes such as setting meeting calendars, providing data for election campaigns and preparing attendance lists.
- Supporting the team in its programme of recruitment, induction and training of the Trustee, Council and Board members.

This role would suit someone who is highly motivated, has strong organisation and communication skills, and can approach their work with a strong customer focus.

## Responsibilities

### 1. College Governance, Compliance and Risk

- Support the Senior Governance Officer and Governance and Risk Manager in planning, arranging and monitoring a schedule of meetings for the Council, Board of Trustees and committees and the FDS.
- Provide secretariat support for College Committee meetings, collating and distributing agendas, drafting minutes and follow up of actions.
- Maintain accurate and up to date contact lists for the Council, Board of Trustees and other key stakeholders as required, as well as an accurate record of attendance and responsibilities at Committee meetings.
- To monitor the team inbox, responding to inquiries appropriately and redirecting as required.
- Assist in the preparation of mailing lists and documents for the election/appointment process for Board and Council Members, Trustees and committee members, to help meet the College's ambition of achieving a diverse and inclusive College leadership.
- Support the arrangements and development of programmes of induction, recruitment and training for Council Members and Trustees.

- Support the PA to the President and Chief Executive in managing the process for awarding College medals .
- Support Working Groups as appropriate and agreed with the Head of Department.
- Support the Head of Governance, Compliance and Risk and the Governance and Risk Manager in the development and embedding of good governance practices across the College.

## 2. Faculty of Dental Surgery

- Working with the FDS Registrar, provide secretariat support for the FDS Board including collating and distributing agendas and drafting minutes. Ensure that all actions required of the Board are carried out in an effective and timely manner, briefing and consulting the Dean and Registrar as appropriate.
- Assist in the preparation of mailing lists and documentation for the annual election process to the FDS Board, compliant with Standing Orders.
- Provide secretariat support for the FDS Board committees, collating and distributing agendas, drafting minutes and arranging the schedule with the Dean.

## 3. General

- Assist with projects and other duties commensurate with the status of the post, as required by the President or Chief Executive.
- Undertake any other administrative tasks as appropriate, including arranging board, committee and other meetings on behalf of the team.
- Support the Governance and Risk Manager and Head of Governance, Compliance and Risk with additional projects.
- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.

## About you

- Experience in a Governance and Secretariat Role
- Experience of governance administration including minute writing or willingness to develop these skills
- Excellent organisational skills
- Demonstrable understanding of and commitment to customer service
- Ability to communicate effectively at all levels across the organisation
- Attention to detail
- Strong IT skills

## Desirable:

- Experience of working in a similar environment i.e. medical arena, academic institution or membership organisation.
- Previous supporting role to a Board/Council.

## What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

## Interested Candidates:

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a

period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rceng.ac.uk](mailto:RCSHR@rceng.ac.uk)

**Closing date: Tuesday 14 May 2024**

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.