



# Royal College of Surgeons of England

ADVANCING SURGICAL CARE

## **Governance and Risk Manager**

**Salary £40 - £45k**

**Contract Type – Permanent**

**Location – London 2-3 days/week**

### **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**

This is a key role, supporting the Head of Governance, Compliance and Risk in the management of a comprehensive central governance service across the College.

Key elements of the role are the provision of professional governance and secretariat support to the Council and the Board of Trustees and their main committees. This includes setting board agendas in line with strategic priorities and ensuring that papers are prepared in a timely fashion and address the required issues effectively.

This role also supports the College's risk management function ensuring the development and embedding the College's risk management policy and procedures, and reporting to the Trustees and Audit and Risk Committee.

The post holder is responsible for managing a wide range of relationships with senior stakeholders (Council and Trustee members, Executive Directors and other senior staff) as well as maintaining relationships across the College at all levels.

The post holder will be expected to contribute to continuous improvement of the team's processes and procedures whilst offering excellent customer focus and service.

### **Responsibilities**

- Manage processes to ensure that agendas, papers, minutes and actions are prepared and issued within required timelines.
- Ensure that board and committee minutes are prepared to a high standard, and actions are completed in a timely manner.
- Quality assure board submissions, to ensure that they meet required quality standards, issues are appropriately explained, and decision recommendations are valid.
- Manage board attendance to ensure that all board meetings are quorate and board members have access to any necessary subject matter expertise.
- Forward plan meetings and business schedules and brief Chairs as appropriate.
- Contribute to the development of the College's governance framework including the production of the governance handbook and drafting and review of terms of reference, leading on key projects as appropriate.
- Support and manage the board and committee appointment, induction and review process
- Support the Head of Governance, Compliance and Risk to review, develop and implement the College's risk management policy and framework.
- Facilitate risk management discussions working with colleagues across the College.
- Maintain the College's risk register and ensure it focusses on key risks, and is accurate and up to date.
- Lead on the development of a communication programme to support the embedding of risk across the College.
- Develop and maintain the Internal Audit Actions Tracker and update to report to the Audit and Risk Committee.
- Support the 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 of providing professional governance services and acting as secretariat to high level meetings, working within established governance frameworks and providing support and guidance to those attending the meetings
- Excellent written communication skills, with the ability to summarise complex discussions
- Ability to manage own projects, problem solve and develop solutions
- Excellent interpersonal skills and team working skills.
- Proactive and flexible in managing workloads, tight deadlines and competing priorities.
- Excellent administrative and organisational skills, demonstrating ability to deliver work on time and to a high standard, consistently meeting targets, planning ahead and prioritising.
- Ability to confidently liaise with both internal and external senior officials and to work collaboratively with stakeholders and partner organisations, and maintain good relationships.
- Experience of Risk Management - desirable

### **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: 2<sup>nd</sup> August 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 race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

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.

*Please note that this advert may close early if we reach the maximum applications*