



Job description

Post:	Head of Governance Compliance and Risk
Grade:	5b
Department:	Membership, Marketing and Communications
Responsible for:	<ul style="list-style-type: none">• Governance and Risk Manager• Business Support Manager (President and Chief Executive's Office)• Information Governance Manager• Senior Governance Officer
Responsible to:	Executive Director, Membership, Marketing and Communications

Job summary

This is a key role at the heart of the College's activities. Reporting to the ED Membership, Marketing and Communications, and working closely with the Chief Executive, Executive Directors and the President, this is a wide-ranging brief encompassing risk and the provision of high quality professional support to the President, Chief Executive and Executive Director group, governance, secretariat and compliance,

The main purpose of the role is to:

- Ensure high level, professional support is provided to the President and the Chief Executive, ensuring smooth and professional management of the President's and the Chief Executive's Office.
- Lead and develop the central Governance and Secretariat services for the College's Board, Council and key committees, advising on governance and processes
- Lead on risk management across the College

The post holder will manage a wide range of relationships with senior external stakeholders as well as relationships across the College at all levels. As well as strong experience in governance and risk, excellent people management and interpersonal and communication skills are required.



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Specific duties and responsibilities

1. Executive Office

- Ensure the Chief Executive and Presidents Office is managed effectively and that the President and Chief Executive have the support they need to perform their functions effectively including effective diary management, correspondence and briefings, working closely with the Public Affairs Team and other teams across the College.
- Ensure the effective flow of information/communications into and out of the Chief Executive's Office, including updates to all College staff.
- Support the Executive Directors Team to ensure operational and strategic oversight of the College's activities.
- Draft the Chief Executive's monthly report to the Trustees, Council statement and other documents as required.
- Provide confidential support to project teams/working parties as directed by the Chief Executive.
- Oversee the co-ordination of College appointments to external bodies.
- Ensure diary support is provided to the Dean of the Faculty of Dental Surgery

2. Governance, Secretariat and Legal Support

- Maintain and update the College's governing documents and advise on their application, taking legal advice as appropriate
- Ensure the College has effective governance processes in place to ensure compliance with legal and regulatory requirements including Charity Commission requirements
- Monitor external developments in governance, identifying implications for the College and reviewing and proposing improvements to the College's documents and processes in line with best practice
- Oversee the development of College governance policies, standards and processes in line with governance requirements
- Oversee the use of (external) legal services across the College, liaising with legal advisers and teams
- Act directly, or provide support to the ED Resources and the Chief Executive as required, with regard to a range of other legal and related issues affecting the College and its Faculties
- Ensure the College's Register of Interests is maintained and reported

Secretariat

- Lead and manage the central secretariat functions across the College ensuring the Board of Trustees, Council, sub committees and subsidiaries are able to discharge their responsibilities.
- Ensure effective communication with and between Trustees and Council
- Oversee the operation of the Board of Trustees and its subcommittees and of Council and its Standing Committees, ensuring that the appropriate processes and reporting structures are in place including papers, minutes and follow up actions
- Oversee and support the Appointments Committee and Disciplinary Committee of Council



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- Ensure effective processes are in place for succession planning including the appointment, induction, training and review of Trustee Board members and members of Council
- Ensure the College's Officers meetings are supported.
- Ensure secretariat support is provided to the Board of the FDS and a number of its subcommittees

Elections

- Lead on the annual national election of council members
 - Lead on elections from Council.

Annual General Meeting

- Lead on arrangements for, and providing full lead support to, the Annual General Meeting of College Fellows and Members.

3. Risk Management and Internal Audit

- Lead on the development and implementation of Risk Management across the College
- Review and update the Risk Policy and associated processes, ensuring that risk management is embedded across the College
- Ensure effective processes are in place for reporting and managing risks including the Executive Directors Team (EDT) reviews regularly the strategic risk register
- Ensure accurate and timely reports on risk are provided to the Audit and Risk Committee (ARC).
- Advise the ARC, Chief Executive and ED Resources on improvements to the College's risk management processes
- Ensure the College's annual Internal Audit Programme is developed and agreed, working with the College's Internal Auditors
- Support the External Audit process, working with the Finance Department and External Auditors

4. Compliance

- Oversee Information Governance. The role of Information Governance reports in to this role with responsibility for escalating issues or incidents to the SIRO.

5. General

- Support or lead projects as required.
- Manage the budget for the department
- Prepare and review business cases and other proposals on behalf of the Chief Executive. Co-ordinating the College's strategy and planning related to the College's professional and public policy.



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This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

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All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or relevant professional experience in governance	<ul style="list-style-type: none">• Formal governance qualification or willingness to undertake.
Experience and skills	<ul style="list-style-type: none">• Experience of leading governance and secretariat services across an organisation working with senior leaders• Experience of managing risk• Ability to manage own projects, problem solve and develop solutions• Demonstrable people management skills• Strong planning, organising and management skills.• Proactive and flexible in managing workloads, dealing with tight deadlines and managing competing priorities.• Excellent written communication• Strong IT skills• High level of attention to detail• Used to working 'at pace' and with a high volume of work	
Financial management and business planning	<ul style="list-style-type: none">• Experience of budget management• Experience of Project Management	
People and interpersonal skills	<ul style="list-style-type: none">• Excellent interpersonal skills including the ability and gain support or actions from others• Demonstrable experience of leading an effective team.• Excellent communication skills• Ability to work autonomously• Demonstrable understanding of and commitment to customer service	



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.



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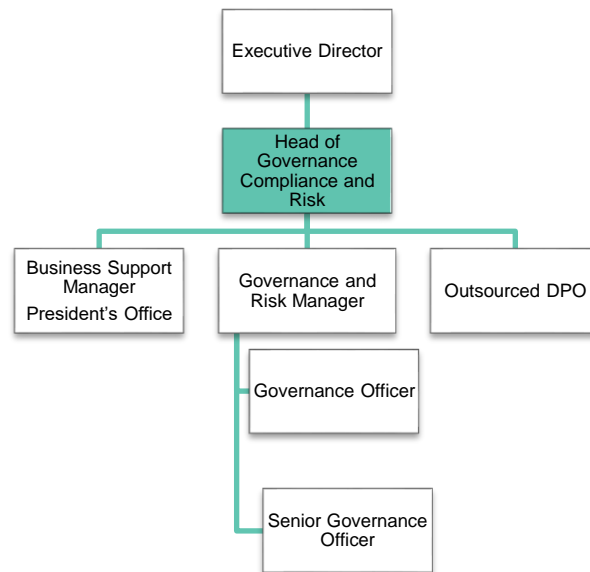
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Team chart



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