Senior Governance Officer

Organisation: The National Lottery Community Fund

Directorate: Chief Executives Office

Department: Governance

Role/Competency level: Level 3

Reports to: Head of Governance

Role purpose
In this particular role, you'll be part of a team providing effective support to the senior leadership, including the Board, Committees and Senior Management Team as well as highly professional central governance support to funding portfolios. You will undertake leadership of a number of key areas of governance and be accountable for high levels of performance.

You will provide high quality project management support and seek to continuously improve governance procedures across the Fund. You will help make sure that we provide excellent service to our stakeholders across the Fund, internally and externally, support and advise team colleagues in responding to a broad range of requests received by the Fund including queries on governance practice and processes.

You will provide strategic and effective support to the Head of Governance in developing and managing processes and controls to ensure that all activities performed comply with relevant regulatory and statutory requirements. You will also support the Head of Governance in providing day to day management of members of the team.

You will take the lead to ensure that all governance procedures across the Fund are effectively managed and supported, and work proactively with other teams in the wider organisation. You will be ready to take the initiative and problem solve.

You will oversee the planning and implementation of logistics for meetings and events.

Key responsibilities

- Provide governance and project management support across the Fund including senior management, non-executives and portfolios
- Support and advise governance team colleagues in responding to requests and queries
- Develop and manage processes and controls to ensure activity compliance with regulatory and statutory requirements
- Ensure Fund governance procedures are effectively managed and supported
- Support with day to day governance team management
- Meeting and event management

Knowledge, skills and experience

- Excellent understanding and enhanced knowledge of good governance and best practice in governance, with good knowledge of the public sector and key governance requirements, and will have relevant background / experience to demonstrate this
- You'll have experience or be able to demonstrate that you can undertake day to day people management
- You'll have experience in improving governance practices
- In-depth knowledge of public sector governance and the legislative framework in which the Fund operates
- Good understanding of customer service and will demonstrate excellent relationship management skills and confidence in working with external stakeholders at the most senior levels
- Excellent interpersonal, diplomatic, communication skills
- Ability to capture information in a clear and concise manner and analyse complex documentation
- Highly experienced in minute taking at a senior level
- Excellent organisation, planning and project management skills
- Flexibility to understand and implement change and continuous improvement
- You will have experience of working collaboratively, and an understanding of the skills required to work productively and lead within a team
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

Role Competencies: Level 3

- **Strategic direction**
  Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
  Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
  Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
  Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
  Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
  Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values

- **We are inclusive:** We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.
- **We are ambitious:** We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.
- **We are impact focused:** We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.
- **We are adaptable:** We welcome and embrace new ideas and ways of working.
- **We are compassionate:** We work with care consideration and humility.