

JOB DESCRIPTION	
Title of Job:	Corporate Governance Assistant
Location:	Hybrid working with an Invergordon Office base
Number of Jobholders:	1
Title of Line Manager:	Corporate Governance Manager
Responsible for:	Corporate governance

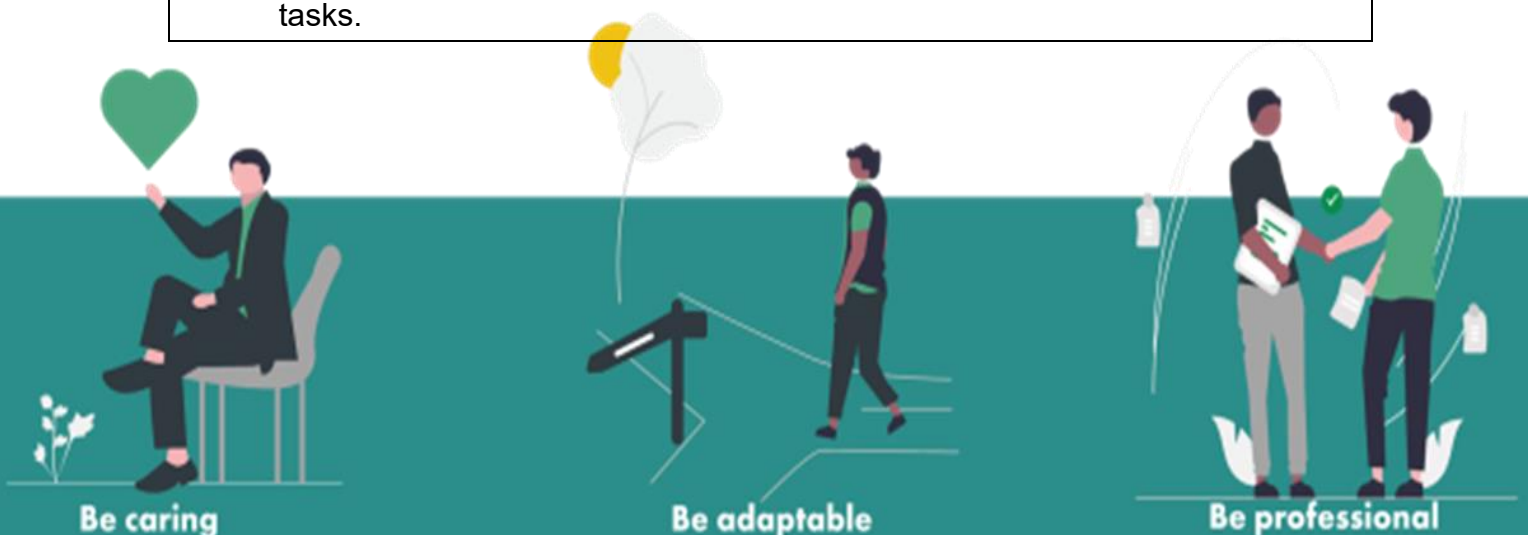
Purpose and Scope

Working closely with the Corporate Governance Manager you will assist with key governance activities to ensure the corporate governance function delivers excellent service to Board Members and Albyn Group employees. Key areas of work within the scope of the role will include governance, data protection, freedom of information (FOI), and policy.

Job Outline: Responsibilities and Tasks

MAJOR TASK

- To provide efficient and effective administrative service and support to the Corporate Governance Manager, Board, wider organisation, and external customers.
- To support the achievement of personal development objectives of Board members.
- Assist with the coordination of governance meetings and events.
- To support the Corporate Governance Manager with governance, data protection, policy and FOI activities ensuring that all are managed in line with policy and procedure and meet business and Regulator requirements.
- To support the Corporate Governance Manager to achieve departmental goals and objectives.
- To support the Marketing and Comms Officer with operational and logistical tasks.



Job Outline: Responsibilities and Tasks

MAIN ACTIVITIES

- **To provide efficient and effective administrative service and support to the Corporate Governance Manager, Board, wider organisation, and external customers.**
- Assume responsibility for setting up appropriate folder and filing structures within SharePoint.
- Manage diaries by scheduling, prioritising, and managing appointments for the Board.
- Ensure all governance records, systems and databases are regularly reviewed and updated accurately and timeously.
- Ensure that governance pages on our website and intranet are kept up to date.
- Establish and maintain document templates, systems, and procedures to support the efficient running of the governance function.
- Track invoices, purchase orders, and Board Member expenses to ensure payments are made in line with Finance requirements.
- Read and prioritise incoming correspondence and prepare draft responses as appropriate.
- Responsible for tracking all incoming and outgoing correspondence and ensuring replies are produced within the required timeframe.
- **To support the achievement of personal development objectives of Board members.**
- Lead administrator for the e-Learning platform, including monitoring and recording Board participation and engagement with training assigned to them on the platform.
- Coordination of course bookings for Board members including travel and accommodation, if required.
- Update and maintain Board training records.
- Be responsible for gathering feedback and consolidating evaluations or comments related to the courses.
- **Assist with the coordination of governance meetings and events**
- Organise external/internal meetings and events as required.
- Ensure that the governance system is updated with meeting information and reports within the required timescales.
- Be responsible for scheduling preliminary meetings with Chairs of Board and Committee.

- Support in person Board and Committee meetings (occasional evening working required), collating and distributing agendas, minutes, meeting papers and other relevant documentation as required.
- Assist with taking minutes of meetings and drafting of meeting notes as and when required.
- **To support the Corporate Governance Manager with governance, data protection, policy and FOI activities ensuring that all are managed in line with policy and procedure and meet business and Regulator requirements.**
- *Governance Processes:*
 - a. Support the declarations of interest activities throughout year, including ensuring relevant databases are updated accurately and timeously.
 - b. Support Society membership applications, the issuing of share certificates, correspondence, and records.
 - c. Support the coordination, monitoring and recording of Board Member reviews.
 - d. To oversee the central Governance inbox answering first line policy queries and escalating more complex queries to the Corporate Governance Manager.
- *Data Protection & Freedom of Information:*
 - a. Ensure the quarterly Disclosure Log is regularly reviewed and updated accurately and timeously.
 - b. Support the review and update of the Albyn Group Publication Scheme.
 - c. Support information gathering for FOI and Subject Access requests.
 - d. Process data breaches and keep appropriate records.
 - e. Oversee the Information Requests inbox.
- *Policy:*
 - a. Assist in ensuring all compliance policies are kept up to date, monitored and communicated effectively to all staff.
 - b. Support Corporate Governance Manager in the delivery of current and new policies and procedures.
- **To support the Marketing & Communications Officer**
- Track deadlines and set calendar reminders for internal contributions.
- Communicate with contractors, obtaining quotes and raising purchase orders.
- Manage and maintain brand asset libraries.
- Gather digital analytics.

- **To support the Corporate Governance Manager to achieve departmental goals and objectives.**
- Be an active part of the wider corporate team, supporting the Corporate and Governance Manager as required.
- Actively contribute to team projects and initiatives by completing assigned tasks accurately and efficiently within established timelines.
- Proactively seek opportunities to streamline processes, improve workflow efficiency, and enhance function productivity through the implementation of innovative solutions and best practices.

- **Health & Safety**
- Comply with safe working practices as defined by Albyn Group.
- Complete online training as and when required.
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.

- **General**
- Be aware of and adhere to Albyn Group policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other Albyn Group departments.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role.

- **Other**
- Apply the Albyn Group values and behaviours to every aspect of the role at all times.
- Promote and maintain the standards of Albyn Group.

PERSON SPECIFICATION

Essential: Education & Training	<ul style="list-style-type: none"> • Educated to at least “Higher Grade” and/or an appropriate Business Administration diploma and/or possess equivalent relevant experience. • Willingness to undertake continuous learning and professional development.
Essential: Skills	<ul style="list-style-type: none"> • Excellent administrative skills. • Able to draft, review, and format documents to a high standard. • Keen attention to detail. • Able to handle confidential information appropriately. • Capable of effectively communicating with broad range of people and adjusting communication style accordingly. • Highly organised, able to manage time and work to agreed deadlines. • Able to prioritise workload.
Essential: Experience	<ul style="list-style-type: none"> • Experience of working within an administrative role.
Essential: Knowledge	<ul style="list-style-type: none"> • Competent user of Word, Excel, PowerPoint, Outlook. • Basic understanding of corporate governance components, i.e. regulation, strategy, policy, procedure, and plans.
Essential: Other Qualities	<ul style="list-style-type: none"> • Self-starter who can act upon their own initiative. • Commitment to best practice and continual process improvement. • Interest in corporate governance and compliance. • Adaptable to changing priorities. • Exemplar of Albyn Housing Group behaviours and values.
Desirable	<ul style="list-style-type: none"> • Experience of working within the social housing sector. • Experience of working within a regulated environment. • Knowledge of data protection and freedom of information practices.