

Governance Officer Interview Guide

Introduction

Recruiting the right Governance Officer requires assessing practical governance knowledge alongside strong organisation, attention to detail and the ability to support effective governance processes across an organisation.

The role can include committee support, maintaining governance records, monitoring actions, supporting policies and frameworks and coordinating governance activity with colleagues and senior stakeholders.

This interview guide has been designed to help employers identify candidates with the practical skills, judgement and governance knowledge needed to succeed as a Governance Officer.

The questions can be adapted to suit organisations of different sizes, sectors and governance frameworks.

Technical Knowledge

1. Can you describe your experience supporting governance processes, boards or committees?

What to look for:

- Experience coordinating meetings, papers, governance records and action tracking.
2. What experience do you have maintaining governance records, policies or other governance documentation?

What to look for:

- Accurate record keeping, document control and clear governance audit trails.
3. What governance frameworks or regulatory requirements have you worked with?

What to look for:

- Relevant exposure to governance requirements, internal frameworks or sector-specific regulation.
4. How do you keep your governance and regulatory knowledge up to date?

What to look for:

- Professional development, CGI study or membership, governance publications and active learning.

Governance & Board Support

5. How do you prepare for a board or committee meeting?

What to look for:

- Clear planning, coordination with contributors, careful review of papers and effective deadline management.
6. What approach do you take to producing accurate and useful meeting minutes?

What to look for:

- Ability to identify key decisions, actions and discussion points while maintaining an appropriate level of detail.

7. How would you handle a board paper or governance document that was incomplete or submitted late?

What to look for:

- Practical judgement, communication with the relevant stakeholder and appropriate escalation where necessary.

8. How do you protect confidential or sensitive governance information?

What to look for:

- Discretion, secure handling of information and an understanding of professional confidentiality.

Stakeholder Management & Organisation

9. Tell us about a time you had to manage a difficult or demanding stakeholder.

What to look for:

- Professional communication, diplomacy and the ability to maintain constructive relationships.

10. How do you prioritise when several governance deadlines fall at the same time?

What to look for:

- Organisation, planning, understanding of priority and willingness to escalate competing demands where appropriate.

11. How do you ensure accuracy when maintaining governance records, reports or other detailed information?

What to look for:

- Strong checking processes, attention to detail and ownership of work quality.

12. How do you build effective working relationships with colleagues and senior stakeholders?

What to look for:

- Professionalism, reliability, clear communication and an understanding of stakeholder needs.

Scenario-Based Questions

13. You notice an error in a governance paper or record shortly before it is due to be circulated. What would you do?

What to look for:

- Prompt action, appropriate communication, attention to accuracy and sound judgement about when to escalate.

14. A senior stakeholder asks you to complete an urgent task that conflicts with another important governance deadline. How would you respond?

What to look for:

- Ability to assess priorities, communicate clearly and seek guidance or escalate where necessary.

15. You identify that an important governance action or control may have been missed. What would you do?

What to look for:

- Investigation, appropriate escalation, corrective action and consideration of how recurrence could be prevented.

Closing Questions

16. What do you believe makes an effective Governance Officer?

What to look for:

- Strong organisation, governance knowledge, attention to detail, communication skills and sound judgement.

17. Which areas of governance work would you most like to develop further?

What to look for:

- Self-awareness, ambition and a realistic understanding of professional development.

18. Why are you interested in this Governance Officer role?

What to look for:

- Motivation, preparation and understanding of the opportunity.

19. What questions do you have for us?

What to look for:

- Thoughtful questions about the governance function, responsibilities, development opportunities and organisational culture.

Candidate:

Position:

Interview Date:

Interviewer:

Interview Assessment Checklist

Following the interview, consider whether the candidate demonstrated:

- ☐ Strong governance knowledge
- ☐ Board and committee support experience
- ☐ Governance records and documentation experience
- ☐ Excellent attention to detail
- ☐ Strong organisational skills
- ☐ Effective communication skills
- ☐ Sound professional judgement
- ☐ High levels of integrity
- ☐ Strong development potential
- ☐ Ability to work with senior stakeholders

Overall Recommendation

- ☐ Strong Hire
- ☐ Hire
- ☐ Hold
- ☐ Do Not Hire

Overall Comments