

Job Title: Governance Officer

Department: Governance

Reports To: Governance Manager / Company Secretary / Head of Governance

Employment Type: Permanent (adapt as required)

Location: Office / Hybrid / Remote (adapt as required)

Role Summary:

The Governance Officer supports the delivery of effective corporate governance by assisting with board and committee administration, statutory compliance and governance processes across the organisation. The role plays an important part in ensuring governance activities are well organised, regulatory obligations are met and governance standards are maintained.

Working closely with governance colleagues, directors and senior stakeholders, the Governance Officer provides administrative and governance support that contributes to effective decision-making and organisational compliance.

Key Responsibilities:

Board & Committee Support:

- Plan and coordinate board and committee meetings.
- Prepare agendas, board packs and supporting papers.
- Attend meetings where required and assist with producing accurate minutes.
- Monitor actions arising from meetings and support timely completion.
- Maintain the annual governance calendar.

Corporate Governance:

- Support the implementation of governance policies and procedures.
- Assist with governance reviews and governance improvement initiatives.
- Monitor developments in governance legislation and best practice.
- Help promote strong governance standards across the organisation.
- Provide governance support to internal stakeholders as required.

Statutory Compliance:

- Maintain statutory registers and governance records.
- Prepare Companies House filings and regulatory submissions where appropriate.
- Monitor statutory deadlines and governance obligations.
- Support annual reporting and governance disclosure activities.
- Ensure governance documentation is maintained accurately.

Stakeholder Management:

- Develop effective working relationships with directors and senior colleagues.
- Liaise with legal advisers, auditors and regulators where required.
- Support governance projects across the wider organisation.
- Provide administrative support to the governance function.

Skills & Experience:

The successful candidate is likely to demonstrate:

- Previous experience within a governance, company secretarial or corporate administration role.
- Good understanding of UK corporate governance principles.
- Experience supporting board and committee administration.
- Excellent written and verbal communication skills.
- Strong organisational and planning abilities.
- High levels of accuracy and attention to detail.
- Ability to manage confidential information with discretion.
- Good interpersonal skills and a professional approach.

Qualifications:

The successful candidate may hold:

- Chartered Governance Institute UK & Ireland qualification (desirable or working towards).
- Relevant governance, legal or company secretarial qualifications.
- Experience working within a listed company, regulated organisation or complex corporate environment (where appropriate).

Key Competencies:

- Corporate Governance
- Board Support
- Committee Administration
- Statutory Compliance
- Communication
- Organisation
- Attention to Detail
- Relationship Management
- Professional Judgement
- Confidentiality

Working Relationships:

The Governance Officer will work closely with:

- Governance Manager
- Company Secretary
- Head of Governance
- Board of Directors
- Executive Leadership Team
- Governance Team
- External Advisers
- Regulators

This template is intended as a general guide to the role of a Governance Officer Job Description. Responsibilities, reporting lines and qualification requirements should be adapted to reflect the organisation's governance framework, regulatory environment and business needs.