



Royal College of Anaesthetists

Governance Administrator

Directorate: Chief Executive's Office

Reports to: Governance Manager

Band: B

1.1 Job purpose

The Governance Administrator plays a crucial role in supporting the Governance Team at the heart of the College, including general governance administration, organising and minuting meetings and providing general support for our elected Council members, Chief Executive Officer (CEO), trustees and other stakeholders.

1.2 Key tasks and responsibilities

Governance and Secretariat

- Support the Governance Managers and Head of Governance in planning, arranging and monitoring a schedule of meetings for the Board of Trustees, Council and other Boards and Committees
- Support a range of board, committee and ad hoc meetings, including but not limited to the President's Meeting (ordinarily every two weeks) and Devolved Nations Boards (ordinarily four per year). Duties to include scheduling, compiling the agenda and papers as directed, collating reports, attending the meeting to take minutes or notes and capturing actions
- [For Wales and Northern Ireland Boards] Source local meeting rooms and attend meetings in Cardiff and Belfast once per year
- Ensure good communication and tracking of actions between meetings by providing timely minutes and reports for consideration at other committees
- Organise the logistics of meetings as required, to include booking meeting rooms, catering, IT equipment, hotels, etc.
- Assist the Governance Managers with other tasks as required, for example with room set up and welcoming members to meetings
- Support the Governance Managers in the election / appointment process for Board and Council members and other governance functions, such as general meetings
- Work with the Governance Managers in managing the Register of Interests, including updating annual declarations of interest

Personal Assistant to the Vice Presidents

- Work with the EA to the President and CEO to provide support for the College's two elected Vice Presidents as required
- Support the EA to the President and CEO as required and deputise in their absence
- Support for other elected Council members and trustees as required

Other Duties

- Arrange dinners for Council members as required, likely up to two per year, to include managing the guest list, communications and logistics
- Support the team in organising the annual strategy weekend attended by Council and Trustees
- Draft letters for the President and/or Vice Presidents as required

- Build knowledge and experience of the College's governing documents, protocols and practices, in order to provide support when required
- Provide support and cover for team members as and when required, including for the College Council and/or Board of Trustees
- Provide general support for College ceremonials, including managing the chains and gowns of office for College officers and Council members
- Provide administrative support for budgeting processes
- Take a proactive interest in the life of the College, in sharing your role with others, and in improving standards in the work you undertake
- Support with updating the College's governance web pages as required
- Administer the monthly General Medical Council (GMC) Decisions Circular
- Undertake any other duties that might be reasonably required by line management

1.3 Qualifications, skills, knowledge and experience

- Demonstrable administration experience within a similar organisation
- Experience of providing secretarial support to formal committees, including minute-taking
- Proven experience of managing a varied and extensive workload effectively and prioritising successfully under pressure
- Experience of dealing professionally with a variety of internal and external stakeholders and forming good working relationships at all levels
- Excellent attention to detail
- Excellent communication skills, both written and oral
- Excellent writing, proof-reading, grammar and spelling skills
- Ability to prioritise to ensure delivery of multiple objectives within short time frames to high standards and multiple deadlines
- Ability to proactively act to minimise errors and inaccuracies
- Intermediate level skills with Microsoft software, including Word, PowerPoint, Excel, Teams and Outlook
- Educated to degree level, or equivalent work experience

Signature:

Name:

Date: