



Royal College of Anaesthetists

Governance Manager

Directorate: Chief Executive's Office

Reports to: Head of Governance

Band: C

1.1 Job purpose

This role is responsible for delivering a high-quality, professional, compliant and effective governance service in key areas across the College to ensure the RCoA meets its statutory duties as a registered charity and observes best practice.

The role holder will work with the Head of Governance, Chief Executive Officer (CEO), President, Vice Presidents and other College leaders as required to deliver a number of governance activities, often in areas that are reputationally significant for the College, such as elections and general meetings of the membership. This role will also lead on identifying and delivering improvements to the effective delivery of governance frameworks, helping to create and professionalise processes following a significant governance review.

This will involve building working relationships across the College, including with Trustees, Council members and the Executive Team (ET).

The responsibilities and tasks below will be shared equally with the other Governance Manager in a yearly workplan, agreed in advance.

1.2 Key tasks and responsibilities

General Governance Support and other Projects

- Develop a detailed knowledge and understanding of the College's governing documents, procedures and ways of working, in order to advise Officers and colleagues on issues relating to governance and practice at the College
- Assist with reviews of internal governance procedures and policies, and suggest changes to working practices, ensuring continuous improvement and a high level of service
- Ensure governance and regulatory processes are efficient and effective and documentation is up to date
- Carry out the day-to-day delivery of core governance functions
- Ensure content is up to date and engaging for the governance section of the website
- Support the periodic review of the College Regulations and Scheme of Delegation

Board of Trustees (BoT) x 4 meetings per year

- Oversee the production of the agenda, papers, presentations and chair's briefings, plan the cycle of business and write accurate minutes
- Draft papers and proposals to the BoT on behalf of the CEO, Head of Governance and others as required
- Track decisions taken between meetings, liaising with Trustees, officers and senior colleagues to ensure actions are delivered promptly
- Manage the election / appointment process to the Board, liaising with external suppliers and agencies as appropriate

- Arrange, develop and maintain programmes of induction, recruitment and training for Trustees, to include annual appraisals
- Keep up to date with charity law, guidance and good practice, to understand and deliver Trustees' training requirements
- Work with the Head of Governance to advise Board members and colleagues on governance implications on particular issues at Board meetings and report on them when necessary
- Ensure declarations of interest are recorded appropriately and reviewed annually, highlighting concerns or conflicts to the CEO and/or President as appropriate
- Keep abreast of governance best practice, identifying and implementing improvements to information and reporting systems
- Promote best practice across the College in servicing the BoT and work with others responsible for boards and committees to build and implement a consistent and uniform house style and highly effective committee processes and records

Council (x 6 meetings per year)

- Oversee the production of the agenda, papers, presentations and chair's briefings, plan the cycle of business and write accurate minutes
- Ensure ceremonial occasions are scheduled and carried out
- Draft papers and proposals to Council on behalf of the CEO, Governance Manager and others as required
- Track decisions taken between meetings, liaising with Council members, officers and senior colleagues to ensure actions are delivered promptly
- Coordinate succession planning and recruitment to Council through the yearly election cycle
- Arrange, develop and maintain programmes of induction, recruitment and training for Council Members, to include annual appraisals.
- Manage the Register of Interests, including updating annual declarations of interest
- Promote best practice across the College in servicing Council and work with others responsible for boards and committees to build and implement a consistent and uniform house style and highly effective committee processes and records

Risk, Internal Audit and Governance Committee (x 4 meetings per year)

- Oversee the production of the agenda, papers, presentations and chair's briefings, plan the cycle of business and write accurate minutes

Elections

- Deliver all College elections, developing and improving standards, ensuring adherence to best practice and our values with a view to enriching the democratic processes of the College

General Meetings

- Play a major role in the project management and delivery of the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM), including logistical arrangements, preparation of documentation, communications and data, liaising with external suppliers and internal stakeholders

Other Meetings, Committees, Boards and Working Groups

- Lead on the development and maintenance of a governance cycle of business including an annual calendar of meetings that discharges all strategic and operational requirements in a timely and appropriate way
- Manage the College's Committee Matrix, which tracks the membership of the College's various boards and committees, and communicating changes to employees
- Work with the President on committee membership planning to accommodate Council and Trustee joiners and leavers and other changes

- Oversee committee membership to help ensure diversity and appropriate representation, as well as compliance with the College's governing documents
- Work with others responsible for boards and committees within the College to ensure up to date and consistent terms of reference
- As a part of the Governance Team, help to deliver a successful weekend strategy meeting once per year, including attendance to take notes
- Provide project support to ad-hoc governance working groups, to include scheduling meetings, coordinating logistics, attending meetings, noting actions and other tasks as appropriate

Other Duties

- Undertake any other duties that might be reasonably required by the Head of Governance or CEO
- In the absence of team members or during busy periods, to undertake a range of duties within the Governance Team

1.3 Qualifications, skills, knowledge and experience

- Experienced governance professional who is either fully or part qualified through the Chartered Governance Institute (formerly ICSA) or with equivalent experience
- Significant experience of senior board / committee administration, including agenda management and minute taking
- Significant experience of approaching work with a meticulous attention to detail
- Proven track record of a diplomatic approach and confidential manner
- Experience of managing a complex and diverse workload, demonstrating strong planning and organisational skills
- Proven experience of operating with considerable autonomy as well as part of a team, using a flexible and proactive approach
- Good planning skills, with the ability to respond to conflicting pressures and demands with limited support and guidance whilst paying attention to detail
- Excellent IT skills, including PowerPoint, Word, Excel and SharePoint
- Ability to become familiar with the College's membership database and website management programme
- Ability to prepare clear and succinct documents (including letters, emails, policies, tables, reports and guidance notes) using Microsoft Outlook, Word, Excel and PowerPoint
- Committed to equality and diversity in service delivery

Desirable:

- Experience of managing election processes
- Experience of working in a governance team, preferably within a non-mainstream organisation e.g., membership organisation, not for profit, public body or charity and knowledge of charitable sector governance procedures and practices

Signature:

Name:

Date: