

<b>Job title:</b>	<b>Governance Coordinator</b>
<b>Directorate:</b>	<b>Governance</b>
<b>Date written:</b>	<b>September 2021</b>
<b>Grade:</b>	<b>12</b>
<b>Job code:</b>	<b>4026</b>

### **Purpose of job**

Support the Company Secretary and the Head of Governance to ensure that Abri follows good governance practices and complies with legal and regulatory requirements.

Provide governance related support to the Board and Committees.

Work collaboratively with colleagues across Abri to ensure clear, effective and timely reporting and communications to Boards and Committees.

### **Key duties and responsibilities**

- Co-ordinating/assisting with the arrangements for production of the annual meeting schedule of board, committee, AGM and SGM dates. Make all necessary arrangements supporting the Group Board's Committees with preparation, collation and timely distribution of agenda packs and reports for meetings.
- Work closely with the or Partner Executive Assistants of the Executive Directors to ensure effective forward agenda planning for Executive Board meetings.
- Ensure that minutes of all meetings are taken and circulated within 7 working days ensuring appropriate timely sign off and distribution.
- Service internal governance or project meetings requested such as the Information Security Group.
- Collate and distribute matters arising from meetings of the Group Board Committees and any internal governance working and or project groups attended.
- Contribute to keeping the 12-month Board and Committee Calendars up to date.
- Contribute with the maintenance of the SharePoint attendance, decision and action tracker registers.

- Working with Governance Colleagues maintain the governance areas of the SharePoint Team Site.
- Undertake research and project work for the Company Secretary, analysing, summarising the information and presenting it in a report format.
- Provide general governance advice to colleagues to ensure compliance with the Group Board and Committees' term of reference, standing orders and scheme of delegation.
- Assist in the delivery of the setting up of Board Strategy events, such as arranging the venue, meeting materials, accommodation, etc.
- Process invoices related to the Governance Team, including raising of purchase orders and Members expense claims.
- All other duties commensurate to the role.

#### **Knowledge, skills and experience required**

- Able to demonstrate exceptional organisational skills and ability to prioritise own workload effectively, working under own initiative while meeting strict deadlines and maintaining excellent attention to detail.
- Demonstrate excellent communication and presentation skills, both written and oral, with the ability to influence a wide range of individuals at all levels.
- Self-motivated and enthusiastic with a solution focussed, positive 'can do, will do' attitude, putting the customer at the heart of every interaction.
- Excellent numerical and analytical skills and the ability to interrogate information and problem solve.
- Being passionate and committed to your role; willing to bring forward new ideas, challenge areas where we can improve, and to contribute to our ongoing success which may include working flexibly on occasions.
- Proficient in Microsoft Office packages including Outlook, Word and Excel, as well as the ability to build and operate spreadsheets and database to provide "real time" data.
- Full driving licence and access to own transport or ability to travel in a timely and efficient manner to attend meetings in locations not easily accessed by public transport.
- Experience of working in a regulated environment.
- Demonstrate our Values and Behaviours.