

BOARD SUPPORT OFFICER

Job Description

Division/Section: Performance and Governance Team	Post Grade: SO1
Location: Any Company Building	Post Hours: 37 hours per week in accordance with the organisations flexitime scheme
Special Conditions of Service: Attendance at evening meetings	
<p>Purpose and Objectives of Post:</p> <p>To provide effective and efficient support to the Head of Performance and Governance in ensuring that Six Town Housing meets its governance obligations.</p> <p>To provide the Six Town Housing Board the support it needs to function effectively.</p>	
Accountable to: Chief Executive	
Immediately Responsible to: Head of Performance and Governance	
Immediately Responsible for: N/A	
<p>Relationships: (Internal and External)</p> <p>Internal: Officers within Six Town Housing Board Members of Six Town Housing</p> <p>External: Corporate Directors Chief/Borough Officers Other Officers of the Council Elected Members of the Council Members of the public Members of Parliament Government Office for the North West/other Government Departments Tenants Groups' and Federations Housing Associations Other Local Authorities Press Office and Media Trade Unions Representatives of Local Authority Organisations Health Authority Private Companies</p>	
<p>Control of Resources:</p> <p>Use and control of office machinery, including P.C, typewriter, audio equipment, fax, telephone. Control of relevant stationery stock.</p> <p>Responsible for ones own health and safety and the health and safety of others affected by your actions.</p>	

Main Duties and Responsibilities

1. To manage an excellent administrative and support service for the Board of Six Town Housing, ensuring that administrative procedures, records, processes, facilities and equipment are adequate for the effective functioning of the Board and the team.
2. To organise all aspects of Six Town Housing Board and Committee Meetings and other events. This will include organising suitable venues which satisfy DDA requirements and ensuring that all meetings are publicised in good time.
3. To lead on the development and implementation of a Governance Service Improvement Plan, and to monitor and report on its progress to the appropriate bodies.
4. To ensure that the minutes of Board meetings and committee meetings are accurately recorded, and that records are maintained in line with the requirements of a controlled company.
5. To provide administrative support to the Company Secretary with regard to Board Members statutory returns.
6. To provide and present written or verbal reports to customers, officers, Board Members and other appropriate bodies on any areas of responsibility.
7. To co-ordinate the preparation and distribution of agenda items for all Board, Committee and other associated meetings as appropriate.
8. To organise and oversee the tenant/leaseholder elections for board member positions and support tenants/leaseholders through the process.
9. To organise and oversee recruitment and selection of independent board members, supporting those Board members sitting on the recruitment and selection panel.
10. In the absence of the Head of Performance and Governance to maintain the appropriate level of service and to ensure that queries are dealt with in accordance with normal practices and procedures.
11. To lead on the development of a training programme which reflects the needs of Board members, developing, implementing and maintaining a Board appraisal system as required.
12. To make arrangements for attendance at conferences, seminars etc for Board members and members of the team as appropriate including travel and accommodation.
13. To check and authorise various claims for Board Members relating to payments eg subsistence and reimbursement of expenses to ensure compliance with Company Policies and payment deadlines.
14. Develop, update and maintain computerised records and statistics using databases and spreadsheets and produce, collate and disseminate statistical information from these.
15. Develop and maintain filing systems, including confidential files and indexing and cataloguing of relevant papers/documents.
16. To demonstrate a commitment to equal opportunities and customer care and promote Six Town Housing in a positive manner at all times.
17. To ensure ones own personal performance and knowledge are continuously updated and assessed against personal and service development plans.
18. Such other duties consistent with the objectives of the post that may arise from time to time which may be reasonably required by the Chief Executive or other nominated officer.

Notes

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service).

Where tasks and responsibilities are referenced to occupational standards these will form part of the agreed job description. The postholder will be expected to work to the standards referenced. This will be monitored and reviewed as part of the Six Town Housing Employee Review process.

Prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: