



The Biochemical Society Job Description for:

Job Title: **GOVERNANCE AND EDI OFFICER (12 months FTC)**
Reports to: Governance and EDI Manager
Department(s): Governance, EDI and Marketing
Location: Remote

Overview

The Biochemical Society promotes the future of molecular biosciences, facilitating the sharing of expertise, supporting the advancement of biochemistry and molecular biology, and raising the awareness of their importance in addressing societal grand challenges.

Good governance is crucial to the success of any charitable or corporate organization. In this role you will work to support the governance and secretariat function of the Biochemical Society and Portland Press Limited. You will work closely with Trustees, the Senior Leadership Team, and other key stakeholders (both internal and external) to help deliver the calendar of governance committee, board and panel meetings ensuring adherence to pre-defined service standards and ensuring that all discussions, decisions and follow-on actions are recorded, communicated and actioned as appropriate. This includes the management of conflict of interests, relevant terms of reference and inter-meeting communications. You will also support key governance services including the development and delivery of nominations and successions processes.

EDI is central to the Society's strategy and activities, as we look to provide an inclusive and representative space that makes everyone feel welcome. In this role you will support team members with EDI initiatives. These may include the Society's EDI Community, the 2026 online EDI Symposium, Society involvement in the 2027 Minoritised Life Scientists Future Forum and organisational mentoring schemes.

Key Accountabilities

To manage and support Biochemical Society (Society) and Portland Press Ltd (PPL) committees, to support on a number of EDI initiatives across the organisation and to provide administrative support to the Governance and EDI team and Senior Leadership Team as required.

Committee Administration

Administer and manage meetings for the:

- ✓ Policy, Education and Communities Committee
- ✓ EDI Committee
- ✓ Early Careers Advisory Panel
- ✓ Industry Advisory Panel
- ✓ Conferences and Training Panel
- ✓ Research Area
- ✓ Publications Committee
- ✓ Any other meeting as required

To include but not limited to:

- ✓ compilation and preparation of agendas and associated papers,
- ✓ preparation of Chairs Notes

- ✓ management of online and/or in person logistics
- ✓ development of good working relationship with the Chair of any relevant committee/panel
- ✓ production of accurate minutes within agreed timelines
- ✓ and to act as liaison between the Society/PPL and committee members on practical/logistical matters, including expenses, as required

Administrative assistance

To include but not limited to:

- ✓ administrative support for the nominations processes and succession planning, including Committee Chair, Trustee and Director inductions
- ✓ drafting and review of policy documents and terms of reference
- ✓ Administrative support for Society Ambassadors
- ✓ support on EDI initiatives together with the wider team including management of EDI Toolkit

Person Specification

- Previous experience in committee work is essential
- Excellent written and verbal communication skills are essential
- Demonstrable ability to synthesise information from disparate sources into report format in a concise fashion
- Ability to build sound and diplomatic working relationships with others and in particular the ability to liaise with a wide variety of stakeholders.
- Proficient in Microsoft Outlook, PowerPoint, Word and Excel (intermediate level)
- Positive approach to business relationships coupled with a logical approach to thinking and organizing work
- Ability to work effectively on own initiative
- Discreet and confidential
- Highly organised
- Strong attention to detail
- Ability to work flexibly and manage competing demands, re-prioritising work as required

Competencies

Initiative and Creativity - Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal supervision; creates novel solutions to problems; evaluates new technology as potential solutions to existing problems.

Judgment - Makes sound decisions; bases decisions on fact rather than emotion; analyses problems skillfully; uses logic to reach solutions.

Able to exercise discretion and judgment with confidential information, a high degree of trust is required in this role.

Customer Service - Listens and responds effectively to customer questions; resolves customer problems to the customer's satisfaction; respects all internal and external customers; uses a team approach when dealing with customers; follows up to evaluate customer satisfaction; measures customer satisfaction effectively; commits to exceeding customer expectations.

Cooperation/Teamwork - Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate

facilitates discussion before decision-making process is complete.

Support of Diversity - Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the Company's philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Quantity and Quality of Work -Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work. Does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way.

Communication - Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Attention to Detail - Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors data or processes; concentrates on routine work details; organizes and maintains a system of records.

Responsiveness - Responds to requests for service in a timely and thorough manner; does what is necessary to ensure customer satisfaction; prioritizes customer needs; follows up to evaluate customer satisfaction.