

Job description

Governance Officer

Reporting to:	Head of Governance
Salary:	Competitive plus excellent benefits
Grade:	Level 11
Contract type:	Permanent, full time
Hours per week:	37.5 hours per week. All staff are required to work in person for a minimum of two days per week, in line with our hybrid working policy. The post-holder may be required to undertake some work outside normal working hours.

About the Health Foundation

Health is our most precious asset. Good health enables us to live happy, fulfilling lives, fuels our prosperity and helps build a stronger society. Yet good health remains out of reach for too many people in the UK, and health and care services are struggling to provide access to timely, high-quality care.

The Health Foundation is an independent charitable organisation with a mission to build a healthier UK. We work to achieve this by generating high quality research and analysis; developing practical solutions to the biggest problems in health and health services; engaging, convening and building coalitions to build understanding, inform debate and drive action; and developing the long-term capability needed to transform health and care.

[More about us](#)

The Company Secretary's team

The Company Secretary's team is responsible for the Foundation's governance, compliance, risk and assurance processes. Working with the Managing Director, the team will ensure that the Foundation's governing processes are aligned with best practice and that we have effective risk management, compliance and assurance processes to support a Foundation of our scale and complexity.

About you

We expect everyone who works with us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our values are **impact, evidence, integrity, and collaboration**. We also expect everyone to share our commitment to becoming a more diverse and inclusive organisation and to help deliver our [EDI strategy](#).

The Governance Officer will be successful in this role if they:

Deliver high-quality governance support, ensuring board and committee agendas, papers and minutes are accurate, timely and aligned with organisational needs.

Maintain effective governance systems and records, proactively updating trackers, registers and documentation to ensure compliance and smooth operational functioning.

Build strong working relationships across the organisation, collaborating confidently with senior leaders, governors and colleagues to enable effective governance processes.

Purpose of the role

The board of governors (who are the Health Foundation's trustees) is responsible for setting the strategy and making key decisions to ensure the Foundation achieves its charitable mission, within a strong governance framework.

The Governance team is part of the Corporate Services and Investment Directorate at the Foundation. The team is headed by the Company Secretary and includes:

- Risk, legal and assurance
- Corporate governance
- Information Compliance

Primarily the Governance Officer will work closely with the Head of Governance to ensure effective and efficient functioning of the board and its committees, its subsidiary company, Medtrust, and other aspects of corporate governance. The current board committees are Remuneration and Governance, Audit and Risk, and Investment. The Officer will also provide support to the People Forum.

Key responsibilities

Board and committee governance support

- To take all steps necessary to deliver high-quality secretariat support to the Board and its committees, including providing the secretariat for at least one committee and supporting the Head of Governance with the effective administration of the overall governance structure.
- To establish and maintain effective working relationships with senior colleagues and committee Chairs to ensure agendas, papers, meeting support and minutes are delivered to agreed standards and timescales.
- To ensure board and committee forward plans are maintained and reviewed, with key items such as terms of reference, policies and membership scheduled appropriately to support good governance and succession planning.

Governance meetings and events delivery

- To ensure the smooth planning and delivery of in-person, hybrid and virtual governance meetings and events, including board meetings and awaydays, committee meetings, governor information sessions and board dinners.
- To coordinate logistics and technology arrangements, working collaboratively with internal colleagues to ensure meetings run professionally, inclusively and effectively.
- To arrange travel and accommodation for governors when necessary.

Governance records, systems and assurance

- To utilise, maintain and continually improve governance systems, records and trackers alongside the Head of Governance, ensuring they are accurate, accessible and of the highest quality.
- To support effective governance assurance, including maintaining agenda planners, our governor skills dashboard, committee membership lists, and other records that enable transparency and compliance.

Policies, governance frameworks and compliance

- To support the effective operation of the Foundation's governance framework, including maintaining the policy tracker and supporting timely policy reviews and approvals in line with delegated authority.
- To maintain key governance registers - including declarations of interests, hospitality and gifts, and governors' grants - escalating issues as appropriate and ensuring clear communication across the organisation.
- To assist with regulatory compliance requirements, such as GDPR procedures, Companies House and the Charity Commission filing, and reporting for the Foundation's annual accounts.

Governance learning, effectiveness and improvement

- To ensure delivery of effective governance learning resources and materials, including maintaining governance training and intranet pages, and providing guidance to colleagues as required.
- To support the Head of Governance with regular reviews of governance effectiveness, including board effectiveness surveys and other internal or external reviews, contributing to continuous improvement.

Supporting governors and appointments

- To assist the Head of Governance in providing comprehensive and responsive governance support to governors, including assisting with governor recruitment and onboarding processes, coordinating the execution of key documents, and ensuring governors are well-supported in their role.

People Forum support

- To deliver flexible and timely administrative support to the People Forum, including forward planning, servicing meetings, maintaining key documentation, and tracking actions.
- To establish and maintain effective communication with staff, representatives and stakeholders
- To support inclusive participation and clear feedback mechanisms for the People Forum.

Wider contribution

As with all employees within the Foundation, as a postholder you will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. You will also be expected to play a role in supporting the development of your team to enable continuous improvement and effectiveness.

As we do not provide visa sponsorship, candidates need to have the right to work in the UK at the time of appointment.

Person specification

Criteria	How we will assess this	Essential or Desirable
Professional experience and education		
Governance qualification (e.g. CGI or equivalent)	CV, Supporting statement, Interview	Desirable
Knowledge and experience		
Demonstrable experience of supporting work with senior managers, governors, trustees or committee members, contributing to effective and well-organised meetings and positive working relationships	CV, Supporting statement, Interview, Assessment	Essential
Evidence of experience in supporting the maintenance of systems, trackers or records within a governance, committee or administrative environment, ensuring information is accurate, up to date and of the highest quality.	CV, Supporting statement, Interview, Assessment	Essential
Demonstrable experience of organising and servicing in-person, hybrid or virtual meetings, contributing to smooth delivery and positive outcomes.	CV, Supporting statement, Interview, Assessment	Essential
Understanding of corporate governance principles, applied in a workplace or administrative context; charity governance knowledge desirable.	CV, Supporting statement, Interview, Assessment	Essential/Desirable
Skills and abilities		
Demonstrable experience of using key tools such as Microsoft Office (including working with templates, spreadsheets, and formatting longer documents), Acrobat, and Teams to support governance or administrative work to a high standard.	CV, Supporting statement, Interview, Assessment	Essential
Evidence of excellent organisational skills, with the ability to effectively prioritise tasks,	CV, Supporting statement, Interview, Assessment	Essential

manage competing demands and deliver work accurately.

Excellent written and verbal communication skills, including drafting concise documents, strong attention to detail and accurate minute-taking.	CV, Supporting statement, Interview, Assessment	Essential
Demonstrable ability to build and maintain effective working relationships across the organisation and with external contacts.	CV, Supporting statement, Interview, Assessment	Essential
Evidence of the ability to work independently, managing own workload, prioritising effectively and multitasking while seeking guidance when needed.	CV, Supporting statement, Interview, Assessment	Essential

Values and Behaviours

Impact – Delivers high-quality governance support that enables effective decision-making.	CV, Supporting statement, Interview	Essential
Evidence – Maintains accurate records and documentation to support transparent, well-evidenced governance.	CV, Supporting statement, Interview	Essential
Integrity – Demonstrates sound judgement, professionalism and respect in managing governance processes.	CV, Supporting statement, Interview	Essential
Collaboration – Works confidently and constructively with colleagues, senior leaders and governors.	CV, Supporting statement, Interview	Essential
Commitment to Equity, diversity and Inclusion (EDI) – Demonstrates a commitment to diversity and inclusion by helping to create an inclusive environment in which individuals can participate equitably.	CV, Supporting statement, Interview	Essential

The above is not an exhaustive list of duties. You may be expected to perform different tasks as necessary, based on your changing role within the organisation and overall business objectives.