

The Chartered Society of Physiotherapy

Job Description

Job title:	Governance Officer – Maternity Cover
Directorate:	CEO
Team:	Governance
Grade:	6
Hours:	Part time, 21 hours per week
Accountable to:	Head of Governance
Responsible for:	N/A

Main purpose of the post:

To be responsible for providing governance support and guidance to the CSP Council and its Committees. Delivering high quality, accurate and timely work to enable the:

- Efficient operation of day-to-day Council and committee work, including meetings, events and maintaining accurate governance records and policies.
- Efficient running and administration of key CSP events including the Annual General Meeting and the Annual Representative Conference.
- Continued development of governance arrangements to make sure they reflect good practice and remain fit for purpose.
- Working with the Head of Governance to ensure CSP compliance and best practice, including data protection.

The post-holder will work closely with other Governance Officers. Lead activities will be agreed with the Head of Governance

Main duties and responsibilities:

1.	Governance change and development - Work as part of the Governance team to continue to develop governance structures, policies and ways of working.
2.	Council and committees – Manage all arrangements for Council and committee membership and meetings, including managing recruitment and elections and taking minutes, in accordance with CSP statutes and good practice; maintain and extend sound framework for governance procedures and practices, including register of members' interests and members' expenses.
3.	CSP member events - Manage arrangements for key CSP member events including the Annual General Meeting and Annual Representative Conference in accordance with the CSP statutes, regulatory requirements and good practice: reviewing and developing events as required.
4.	Corporate projects – Project manage initiatives that have a reach across the organisation, working with others collaboratively to ensure CSP compliance in key areas.
5.	Data protection - Work with the Head of Governance and Data Protection Co-Ordinator to ensure appropriate processes and on-going support are in place to enable the CSP to comply with its obligations under the Data Protection Act.

6.	Continuing professional development (CPD) - Ensure personal CPD, including awareness of legal, compliance and other governance issues and developments and seek out opportunities to innovate.
7.	Budget management - Day to day monitoring of the governance expenditure budget as required.
8.	Teamwork - To work collaboratively and flexibly with the Governance Team, including the CEO's Executive Assistant, to ensure common understanding of systems, processes and activity and to cover for colleagues' absence, support at meetings and to cope with sudden increases of workload.
9.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

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Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	ESSENTIAL/ DESIRABLE (E/D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
Educational Requirements		
Degree level education or equivalent, or equivalent knowledge through experience.	E	A
Previous Experience		
Significant experience in a similar level post in a membership or voluntary body, professional body, trade union or similar organisation.	D	A/I
Significant experience of working with a governing body or committees, including minute taking and dealing with influential people.	E	A/I
Professional/Technical and Occupational Requirements		
Student or graduate member of the Chartered Governance Institute.	D	A
Skills and Knowledge		
Strong written and verbal communication skills, enabling effective working relationship with a wide range of people and interests.	E	A/I
Sound IT skills, including advanced use of Teams, Word, PowerPoint, Outlook and Excel.	E	A/I
Practical experience of the concepts and workings of corporate governance.	E	A/I
An understanding of the concepts and workings of corporate governance affecting professional bodies and trade unions.	D	A/I
Works adaptably with excellent organisational and planning skills to manage tight or competing deadlines and work streams.	E	A/I

Works flexibly and effectively to support the wider team's work and outcomes.	E	A/I
Strong attention to detail and accuracy.	E	A
Focused on performance and outputs, using initiative and taking responsibility for actions.	E	A/I
Sound judgement, tact and diplomacy, experience of working and respecting confidential or sensitive information and data.	E	A/I
Other Requirements		
Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
An awareness of/commitment to the principles of the CSP as a professional body and trade union.	E	A/I