

Job Description

Senior Governance Officer

Job Title:	Senior Governance Officer
Department:	Governance Team
Contract:	Full time
Grade:	D
Reporting to:	Governance and Compliance Manager
Location:	London, Leeds, Agile
Website:	www.thenhsalliance.org

About The NHS Alliance

The NHS Alliance is the independent membership body that represents and supports the health and care system in England, Wales and Northern Ireland. We represent, strengthen and support providers and commissioners of NHS care so that the NHS performs at its best and improves patient care across the UK – representing frontline reality to government, shaping policy and building capability. We work across the whole NHS as well as within its individual sectors.

About the role

The Senior Governance Officer provides high-quality governance, administrative and organisational support to ensure the smooth functioning of the Board and its committees. The postholder ensures meetings are well planned and compliant with statutory and organisational requirements, supports the Chair in fulfilling their leadership responsibilities, and contributes to strong governance practice across the organisation.

The role also provides excellent, proactive and confidential executive support to the Chair, including supporting the management of the Chair's diary, balancing strategic priorities and ensuring the Chair is fully briefed, prepared and supported for all internal and external commitments.

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Responsibilities

1. Governance Officer

- Deliver the Confederation's board secretarial functions, including coordinating board and committee meetings, ensuring that work is conducted in accordance with agreed processes and legal timescales, and actions are followed up.
- Assist in the delivery of a clear annual plan for the board and its committees, ensuring effective planning and preparation for board and committee meetings as well as demonstrating an ability to deal with urgent and ad hoc priorities as and when they occur.
- Work with the wider governance team to ensure an effective forward planner and agenda setting process that ensures the meeting cycle reflects organisational needs.
- Ensure the Chair of the Board or Committee has a comprehensive brief to support their effective chairing of the meeting
- Attend Board and Committee meetings, record accurate minutes, and track actions to completion.
- Maintain an up-to-date repository of Board and Committee documentation, decisions, and governance records.

2. PA to the Chair

- Assist in the management of the Chair's diary, including scheduling, prioritising, and planning meetings.
- Coordinate travel, logistics and event arrangements
- Ensure the chair is appropriately briefed and fully supported to fulfil the role.
- Aid in the handling of incoming and outgoing correspondence on behalf of the Chair, including emails, letters, and other communications, and support the Chair in responding to organisational requests, such as reviewing and signing official documents, approving communications, and preparing responses to enquiries.
- Work closely with the CEO office to promote close collaboration between the Chair and CEO
- Maintain confidentiality and exercise discretion in managing sensitive information.

3. Support the wider governance of the organisation

- Support the wider governance team delivering team objectives around governance, ethics, risk and compliance, as delegated by the Governance and Compliance Manager.
- Ensure the Board complies with statutory, regulatory, and constitutional requirements and uphold high standards of governance

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Person Specification

Essential criteria

The postholder is required to meet the skills and behaviours as set out in schedule 1 in addition to the following role specific criteria.

1. Excellent organisational skills, meticulous attention to detail, and ability to manage multiple competing deadlines and demands.
2. Demonstrable experience preparing agendas, coordinating meetings, and producing accurate minutes quickly.
3. Familiarity with Board cycles, reporting expectations, and governance documentation, with excellent record-keeping and document control capability.
4. Demonstrable experience supporting a senior leader, Chair, CEO, or Director; and working collaboratively and proactively across an organisation
5. Experience of working in a fast-paced EA and governance environment

Desirable criteria

The following criteria are desirable and not considered essential for you to be successfully appointed to this role. Desirable criteria are only used where there are a high number of candidates who meet the essential criteria or where there is a need to differentiate between 2 or more equally appointable candidates based on their assessment against the essential criteria.

1. Experience working within the NHS, charity, public sector, or a large, complex membership organisation.

Schedule 1

Essential Skill	Grade D
Change & Continuous Improvement Management Leading and embedding change initiatives that enhance efficiency, effectiveness, and adaptability, while fostering a culture of innovation and learning.	Supporting the development of change initiatives, recognising the opportunity for improvement.
Strategic Thinking & Business Planning Applying long-term vision and structured planning to align initiatives with organisational goals, anticipate future challenges, and position the organisation for success.	Not applicable.
Collaboration & Teamwork Building strong working relationships across teams and departments, resolving conflicts constructively, and contributing to shared goals through mutual respect and cooperation.	Building strong relationships through collaboration within teams and across functions, working to resolve challenges constructively, and supporting shared objectives.
Communication & Influencing Skills Communicating with clarity and purpose across diverse audiences, using persuasion and negotiation to gain buy-in and influence outcomes positively.	Professional communication that is delivered effectively and timely to stakeholders, constructively influencing outcomes through knowledge and experience.
Leadership & People Management Inspiring and guiding individuals and teams to achieve their potential, managing performance effectively, and fostering a positive, inclusive, and high performance – strong values culture.	Not applicable.

Member & Stakeholder Engagement Building trust and rapport with internal and external stakeholders, understanding their needs, and maintaining productive relationships that support organisational goals.	Building strong working relationships with stakeholders and across teams, by understanding their needs, to ensure contribution to shared goals through cooperation and engagement.
Influencing Others Through effective communication, engagement and persuasion, influence the decisions and actions of others, proactively using subject matter expertise to gain support, build commitment, and achieve organisational goals.	Using expertise and knowledge to provide information to influence relevant stakeholders, showing shared ownership of outcomes.
Business Strategy & Development Driving sustainable growth by identifying opportunities, informing strategic direction, and translating vision into actionable plans that deliver measurable outcomes.	Taking ownership of complex workstreams, identifying opportunities for efficiency or growth, and recommending improvements that inform functional priorities and outcomes.
Risk Management Proactively identifying, assessing, and mitigating risks to ensure continuity, resilience, and successful delivery of services, projects, and strategic objectives.	Proactively managing risks in area of responsibility, recommending mitigation strategies, and contributing to continuity and resilience.
Budgeting & Financial Planning Competence in managing budgets, forecasting financial needs, and aligning financial planning with strategic priorities, ensuring responsible use of resources and compliance with financial policies.	Not applicable.
Decision Making & Delivery Focus Making timely, informed decisions based on data and stakeholder input, and maintaining focus on delivering high-quality results within agreed timelines.	Making sound, independent decisions in by using data, judgment, and input from colleagues, while balancing stakeholder expectations with quality and timeliness.

Operational Planning and Delivery Management Coordinating resources, timelines, and activities to ensure successful execution of plans, while maintaining compliance, quality standards, and continuous oversight.	Deliver high quality in areas of responsibility and own work, ensuring outputs meet agreed quality standards.
Analytical & Problem-Solving Skills Ability to critically evaluate complex information, identify patterns or root causes, and develop practical, evidence-based solutions that support decision-making and continuous improvement.	Independently analysing information within own work area, identifying root causes or trends, and recommending evidence-based solutions.
Improvement mindset Driving improvement for self, others, members and other external stakeholders, by demonstrating an adaptability in thinking and action, proactively seeking feedback, and evaluating to enable continuous learning.	Proactively identifying areas for personal improvement and better ways of working, sharing feedback constructively, and voicing new approaches to enhance outcomes.