

Role Profile

Role Title	Secretariat and Governance Support Officer
Directorate	Finance, Commercial and Corporate Services
Reports to	Director of Governance, Assurance and Programme Management
Role purpose	
<p>To provide an excellent secretariat support service to the Programme and Project Boards being established for the Olympicopolis project and to provide support to the wider Governance, Assurance and Programme Management teams.</p>	
Key accountabilities	
<ul style="list-style-type: none"> • Manage, administer and provide high quality support to the Programme and Project Boards including making practical arrangements for the meetings, maintaining a forward plan of agenda items and liaising with the Chair to prepare agendas, and preparing, checking and issuing accurate minutes. • Ensure high quality information is issued to the Programme and Project Boards by supporting the preparation of Programme and Project Board progress reports and other reports. • Ensure that all Programme and Project Board reports are stored appropriately and that systems are in place for logging and tracking decisions. • Ensure the governance framework is regularly updated to ensure the governance processes are robust and fit for purpose. • Ensure that actions from meetings are followed up by designated staff to ensure that issues raised are appropriately tracked; take ownership and management of any governance issues; take follow up or remedial actions if required. • To advise and support the Chair as appropriate to ensure they are sufficiently supported in carrying out their functions and meeting their objectives, including; preparing briefings and arranging briefing meetings. • To develop and maintain excellent relationships with internal and external stakeholders on governance and secretariat issues to improve information exchange and understanding of the role of the Programme and Project Boards. • Support to the Governance team in providing secretariat support for the LLDC Boards and Committees and continued improvements in the LLDC governance framework more generally through the development of good governance initiatives, transparency and 	

openness.

- Support the Assurance and Programme Management teams through supporting key processes such as risk and issue management, change control, reporting.
- As a member of the Finance and Corporate Services Directorate, participate in and/or manage on corporate projects as and when required to support LLDC business objectives.
- Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation's overall delivery aims, acting as an ambassador for the Queen Elizabeth Olympic Park.
- Take reasonable care for the health and safety of themselves and others and take responsibility for ensuring all activities carried out promote the value of a diverse workforce and do not discriminate against sections of the community covered by equality legislation.
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self development and performance improvement;

This is not meant to be an exhaustive list of duties. The need for flexibility, shared accountability and team working is required, and the role-holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

This is a description of the role as it is at present. It is the practice of the London Legacy Development Corporation to review role profiles annually to ensure that they relate to the role as then being performed or to incorporate whatever changes are being proposed. This review will be carried out by the director/line manager in consultation with the role holder, who is expected to participate fully in such discussions.

This role profile does not form part of the role-holder's contract of employment.

Role competencies

Part one

Knowledge and experience

- Educated to GCSE level with English and Maths.
- Relevant administrative or company secretariat professional qualification is desirable.

Part two

Skills and abilities

- Good MS Office skills including; Word and Powerpoint with advanced Excel skills.
- Excellent verbal and written communication skills with the ability to engage with internal and external stakeholders at all levels.
- Good organisational skills with a flexible attitude and the ability to adapt and respond to a busy and varied workload.
- Good analytical skills with the ability to analyse and present data and business information in

a variety of formats.

- Ability to produce high quality reports and formulating information to inform business cases.
- Ability to work to agreed deadlines, targets and KPI's autonomously and with limited supervision.
- Excellent problem solving skills – having a positive and creative attitude to problem solving.
- The ability to work autonomously and collaboratively as part of a team.

Part three

Personal style and behaviour

- Personally credible with a professional demeanor that generates trust and confidence.
- A good team player who can support, contribute and actively participate in projects.
- Good attention to detail and driven to deliver work of high quality and accuracy.
- Self motivated with commitment and enthusiasm.
- Output driven with a determination to succeed.
- Must demonstrate Ambition, Responsibility, Excellence and Collaboration to align with LLDC's corporate values.