

# Governance & Administrative Support Officer

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| JOB DETAILS | |
| Job Title: | Governance & Administrative Support Officer |
| Reports to (title): | Senior Advisor to Chief Executive Officer |
| Date: | February 2017 |

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| PURPOSE OF THE JOB |
| The Governance & Administrative Support Officer will be responsible for providing administrative and operational support to Cochrane’s governing groups, including its Governing Board and representative Council. Additionally, the post-holder will work on governance improvement projects led by the Chief Executive Officer’s office, and provide general administrative support to the Central Executive Team.  **POSITION OBJECTIVES**:   * Provide a comprehensive service that effectively supports the conduct of governance meetings and assists with implementation of decisions. * Accurately maintain governance information, including membership registers, procedures and associated documents, including those required under legislation. * Contribute to the successful operation of the international Central Executive Team through the application of administrative skills and provision of support services. |

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| PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS |
| Key Tasks:  **Governing Board and Council:**   * + Work with the CEO and the Senior Advisor to the CEO to draft, co-ordinate and circulate meeting agendas and supporting documentation.   + Co-ordinate meeting logistics, including the organisation of teleconferences and virtual meetings across multiple time-zones; and travel and accommodation requirements for international participants.   + Ensure that the minutes of Council and other governance meetings are efficiently and effectively recorded and are available in a timely manner for actioning by staff.   + Maintain/monitor decisions and required actions, and prepare reports as required.   + Support the running of elections to the Council and Board.   **General administration:**   * + Assist the Operations Support Officer and Head of Finance and Core Services (FCS) in providing administrative support to the Central Executive Team, including:   + general office support   + diary management; including organising and setting up meeting and teleconferences   + handling incoming invoices and ensuring these are forwarded to FCS appropriately   + booking travel and accommodation   + providing cover for the PAs and other administrative staff as and when required to ensure continuity of service.   + Undertake other duties that may be considered appropriate   **Annual General Meeting:**   * Support the Senior Advisor to the CEO in the organisation and preparation of the agenda for the Annual General Meeting, which takes place in a different country each year. * Co-ordinate the logistics for this event.   **Governance information:**   * Manage the Company Secretary diary to ensure all statutory returns and submissions are filed and up to date. * Assist with the process of registration for new Cochrane Groups worldwide. * Assist with the annual financial monitoring of Cochrane Groups. |

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| PERSON SPECIFICATION |
| Essential   * Excellent written and verbal communication skills, and a professional telephone manner. * Excellent interpersonal skills, including the ability to establish and maintain effective working relations with people of different national and cultural backgrounds. * Good IT literacy, including experience of using Microsoft Office and Adobe Acrobat; and web use. * Strong organisation and prioritisation skills, with a flexible and pro-active approach to problem-solving. * Ability to work methodically and accurately. * Awareness of handling confidential and sensitive information.   Preferred:   * Previous experience of providing administrative support. * Experience of working with international staff and/or volunteers. |

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| KEY INTERFACES |
| Internal: Senior Advisor to the CEO; CEO’s Executive Assistant; Operations Support Officer; Head of Finance and Core Services; all Groups within Cochrane, particularly the Governing Board and Council. External: Suppliers; Stakeholders; Partners. |

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| DIMENSIONS |
| Budgetary responsibility: None Number of direct and indirect reports: None |