

# 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: NoneNumber of direct and indirect reports: None |