



ROLE PROFILE

1. JOB DETAILS	
Job Title:	Assistant Director of Governance
Reports to:	Executive Director of Planning and Resources
Direct reports:	General Counsel, Governance Manager (Trustee Board), Governance Manager (Council), Head of Officer Support & Administration
Date:	July 2021
Grade:	A

The Royal College of General Practitioners is the largest membership organisation solely for GPs in the United Kingdom. Founded in 1952, it has over 54,000 members who are committed to improving patient care, developing their own skills and promoting general practice as a discipline. General practice is the largest branch of the medical profession. It provides some 1 million consultations for patients in the UK every working day and deals with 86% of the health problems experienced by the UK population.

The College Leadership Team comprises of the UK Officers, Chairs of Devolved Councils, chair of Trustees, the Company Secretary and members of the Executive Management Team. The Chief Operating Officer leads the Executive Management Team (EMT) which comprises of four Executive Directors from each of the directorates. The EMT is responsible for the strategic management of the College.

The Assistant Director of Governance is responsible for the strategic development, management and provision of the corporate governance framework for the College. As an expert source of knowledge, they provide effective strategic leadership and ensure the College has systems and processes in place which provide robust assurance to the various Boards. This includes ensuring there is an effective framework for the escalation and management of risk and compliance with all regulations and best practice set by external agencies and national bodies.

2. JOB PURPOSE

- a) Responsible for effective policies to ensure fit-for-purpose governance of the College and for its representative Officers to maintain the highest standards of conduct in its name, reporting any matters that amount to maladministration.
- b) Responsible for the operation of the College's Constitution and other formal governing documents.
- c) Provision of strategic and professional advice on legal, constitutional and corporate governance issues.

- d) Provision of assurance and risk management advice to support business process owners as well as the business owners and their team to help them make informed decisions regarding risk management and appropriate improvement and mitigation.
- e) Responsible for the development, implementation, monitoring and review of appropriate policies to support continuous improvement in governance and decision-making structures and how they work in practice in line with the College's vision and values.

3. DIMENSIONS

Budget: c£1.7m.

Staff numbers: 4 direct reports; 14 staff in total

4. KEY RESULT AREAS

- Provide leadership to a functional area of the organisation to develop a high-performance culture that promotes excellence.
- Ensure that processes and systems are in place across the organisation to maintain the College's charitable status.
- Responsible for assurance processes with effective use of Internal Auditors to ensure the organisation is meeting its statutory and regulatory responsibilities, and core business processes are being managed appropriately.
- Provide performance reports on governance matters to the Executive Management Team as appropriate and make recommendations for continual improvement.
- Collate, analyse and interpret a wide range of complex and sensitive data prior to presentation to high level committees and the Trustee Board.
- Responsible for the risk management framework and its effective operation, reporting regularly to EMT, Audit Committee and Trustee Board.
- Operational lead for Audit Committee, Governance Committee and Nominations Committee, supporting Officers and Trustee leads as required on annual work plans and drafting papers to ensure the committees work effectively in line with delegations from Trustee Board.
- Administrative lead for Council and Trustee Board, ensuring meetings are appropriately planned, attended, supported, equipped, and with necessary membership through effective management of periodic ballots and recruitment.
- Responsible for ensuring compliance with corporate governance and reporting annually to Trustee Board.
- Lead and manage company secretarial, legal, governance and procurement team to ensure that the College is compliant with internal and external regulatory requirements.

- Lead the Officer Business Management team to ensure effective and efficient provision of support services including diary, correspondence, and workload management.
- Develop the effectiveness and capability of all staff within the scope of the role, through strong leadership and management, setting an example by maintaining high standards at all times.
- Identify issues with financial resource use / availability within the team's remit and make recommendations which are consistent with objectives and organisational policies.
- Ensure that Officers, Trustees and Returning Officer are provided with relevant and necessary information and advice to enable them to undertake their statutory duties and corporate responsibilities.
- Advise Chief Operating Officer on matters concerning respective responsibilities of Trustee Board and Council and the application of the College's governing documents.
- Support the Honorary Secretary as Council's lead on governance and reputational risk management
- Provide operational support to the Honorary Secretary for transactional work not relating to College policy and including requests from external stakeholders for representation, professional guidance, endorsement, information.
- Administrative lead on Code of Conduct cases periodically brought by members.
- Support Chief Operating Officer in their role as Returning Officer.

5. QUALIFICATIONS, KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Job Specific Qualifications

- Bachelor or advanced Degree or equivalent by experience
- Membership of a relevant professional body is desirable, such as Chartered Secretary (ICSA) or equivalent, or a Qualified Lawyer / Solicitor
- Working knowledge of the Charity Governance Code, charity and company law, working in a high-profile organisation with a significant public-facing remit and commitment to equality diversity and inclusion

Knowledge & Experience

- 'Current thinking' and approaches relating to strategic law and governance.
- Successfully leading the delivery of legal, governance & risk strategies.
- Establishing robust systems for the delivery of effective legal, constitutional and governance management
- Managing risk management frameworks and associated risk registers

- Establishing and building effective partnership arrangements.
- Working at a senior level, influencing and advising on strategic law and governance matters in the not-for-profit sector
- Working at a senior level that requires a high level of strategic awareness

Skills and Ability

- Demonstrate resilience and flexibility of approach and manage uncertainty and ambiguity for themselves and others
- Identify and implement effective governance systems and constitutional arrangements
- Develop and encourage innovative ideas to drive improvement
- Identify appropriate legal trends and developments to maximise opportunities and realise improvements and efficiencies
- Remain resilient, tenacious and outcome focussed
- Respond quickly and innovatively to manage and enhance reputation
- Build constructive relationships with variety of stakeholders and colleagues

6. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal:

- Relevant Strategic Delivery Groups
- Chief Operating Officer
- Executive Director of Planning and Resources
- Other Executive Directors
- Data Protection Officer
- Legal Counsel
- RCGP Officers
- Relevant clinicians
- IT Services Team

External:

- Statutory and Internal auditors
- Other governing authorities
- Information Commissioners Office
- Charity Commission (if required)

All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.