

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the postholder.

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| **Job Title:** Administrative Assistant (RVC Governance) | **Job ref no**: PSD-0246-24 |
| **Grade**: 4 | **Department**: Chief Operating Officer’s Office – Professional Services Department |
| **Accountable to:** Head of Governance and Risk (with dotted line to the COO and Secretary to Council) | **Responsible for**: N/A |

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| **Job summary:** Administration of key tasks to support the Governance & Management of the RVC. This will include, but is not limited to, general logistics, committee support, minute taking, action tracking and record keeping. There is a particular focus on support to RVC’s capital planning and project delivery, as well as RVC’s compliance with GDPR and Freedom of Information Act 2000. |

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| **Competency: Communication** **Key tasks:*** Produce timely, clear, concise and accurate meeting minutes and actions.
* Assist with the production of committee papers for colleagues and committee members.
* Professional communication (in person, online, via email and phone) with colleagues at all levels, as well as with independent and lay members of the RVC’s Council and Sub-committees.
* Assist with monitoring and providing effective and timely responses to requests and queries relating to information compliance.
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| **Competency: Service Delivery** **Key tasks:*** Support with the maintenance and updates of the calendar of committee dates for use by the RVC and independent members of governance and executive committees, project groups, etc.
* Assist with the maintenance of paper and electronic records of governance and management work.
* Provide support and assistance to the Executive Assistant to the COO in relation to infrastructure project groups, and to the Governance Officer in relation to the RVC Council, including meetings, events and membership.
* From time to time provide cover and assistance to the Clerks and Secretaries of other governance and management committees.
* Undertake other tasks and projects as and when required in support of the governance and management of the RVC.
* Provide support and assistance to the Information Compliance Officer with the processing of requests under the FOIA and the Environmental Information Regulations within the statutory timescales and in accordance with the legislation.
* Assist the Information Compliance Officer with requests relating to exercising of an individual’s rights according to UK GDPR.
* Maintain external (website) and internal (intranet) facing service information.
* Support the Information Compliance Officer in maintaining clear records of information compliance processes.
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| **Competency: Analysis & Research Key tasks:*** As appropriate, keep up to date with guidance, good practice and changes in the regulation and law in support of good governance through readings, research, and networking.
* Provide informed advice on information compliance requirements
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| **Competency: Planning & Organisation Key tasks:*** Ability to manage and prioritise workload according to urgency and importance.
* Ability to keep track of and meet statutory timescales for responding to requests.
* Effective management of workload
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| **Competency: Initiative & Problem-Solving Key tasks:*** Able and willing to operate under own initiative when appropriate.
* Understand when to escalate a problem or concern in a timely fashion.
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| **Competency: Experience** **Key tasks:*** Use of MS Windows packages including Outlook, Word, Excel, PowerPoint, MS Teams and Visio.
* Support for Committees including organising logistics (scheduling, catering, rooms etc.); taking clear, concise, and accurate minutes and actions.
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| **Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |