

Governance Officer – Grade 7-9

Job purpose

At Kirklees we want to be innovative and creative in the way we work with our citizens. Local democracy is all about local citizens and being part of decisions that affect our everyday lives. It is about what happens on our streets, in our neighbourhoods and across Kirklees.

As a Governance Officer, you will work as part of the Homes and Neighbourhoods team that provides support and advice to a range of governance and democratic activities including tenant forums, Building Safety Advisory Board, Council Working Groups, councillor briefings and Scrutiny meetings. You will work with Senior Officers, partners, councillors, and members of the public across Kirklees.

This role is the first step on a career path in governance and democratic support, working in a busy, political environment to support senior officers, councillors, and the public. Your work will be varied and provide challenging opportunities for you to gain experience across all aspects of governance and democratic work. You will work on a range of activities and projects at a time and will be responsible for the quality, creativity, and timeliness of your work.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Based in the Homes and Neighbourhoods, you will work closely with members of the team, developing strong relationships to enable you to support them in delivering the service and providing a professional service to customers within a busy and political environment.
- You will take responsibility for delivering an allocated workload as well as assisting colleagues across a range of democratic and governance activities. This role will require you to be flexible and adaptable, offering support and assistance to colleagues as required.
- As a Governance Officer, you will also be involved in project work to improve the work the Service does, contributing ideas and taking forward allocated tasks to completion, keeping a real focus on the production of creative and innovative solutions and outcomes.
- You will need to use bespoke computerised systems to record information, analyse data, and prepare and produce reports and other written documentation to a high standard and within agreed deadlines and legislative requirements.
- You will provide advice and support to a range of customers, including Councillors and Senior Officers to ensure that requirements are understood, and the Council complies with legislative requirements and local standards. You will also respond to new enquiries from a wide range of sources.
- You will handle personal and sensitive data and information, ensuring that this is done in accordance with regulations and in an appropriate and confidential manner.
- Develops excellent working relationships with colleagues, to provide support across a range of democratic and governance activities.

- Works proactively and effectively as a team member to achieve team and service objectives, offering support and assistance to colleagues as required.
- Professionally supports a range of customers, including Councillors and Senior Officers, providing advice to ensure that requirements are understood, and the Council complies with legislative requirements and local standards.
- Ensures accurate and up to date records are kept and completed in accordance with deadlines and legislative requirements.
- Allocated workload is effectively managed and prioritised to meet targets, standards, legislative requirements, and deadlines.
- Assists in H & N Governance related projects, contributing ideas and observations and taking responsibility for the completion of allocated tasks.
- Makes the best use of the technology available, including bespoke computerised systems, to support service provision and enhance customer service.
- Produces reports and other written documentation to a high standard.
- Is proactive in identifying innovation and good practice relevant to Kirklees.
- Maintains confidentiality and appropriately handles personal and sensitive data and information in accordance with regulations.
- Acquires new skills and knowledge through both formal and informal development, to support career progression.

Position of job in organisational structure

Head of Business Assurance and Transformation

**Business Assurance Manager
Grade 13**

**Governance Officer
Grade 7-9**

Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Business Administration NVQ Level 3 or able to demonstrate equivalent skills.	Essential
Demonstrable experience of managing board and committee administration work (preparation of agendas and board papers) and	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
ability to accurately capture and record discussion points, challenges, decisions, and action points from meetings.	
IT Skills and the ability to use bespoke IT systems to manage workloads and enhance the work of the service.	Essential
Excellent written and verbal communication with the ability to express effectively and sensitively, in person, via the telephone and in writing, with a range of stakeholders, internal and external	Essential
Ability to effectively manage sensitive and confidential documentation and records in accordance with legal duties and/or internal protocols and processes.	Essential
Understanding of housing sector and its regulatory environment and context.	Essential
Self-awareness and a willingness to seek advice when necessary.	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to prioritise and deliver a varied workload.	Essential
A positive and flexible approach to work. Flexibility to attend meetings – potentially outside of normal office hours.	Essential
Committed to personal and career development and willing to undertake further development	Essential
Willingness to travel between locations, either on foot or using public transport. Possession of a driving licence and a car available for work may be desirable.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Democracy	Grading ID	67265
Job ID	80100594	Last Updated	June 2021
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		