

SDBC Staff Terms of Reference

Senior Governance officer

PART A – POST DETAILS

Post title	Senior Governance Officer
Post Holder	Vacant
Location	Bradbury House, 33-34 Market Street HIGHBRIDGE, TA9 3BW
Line Manager's Name	Iain Sturdy

PART B — BACKGROUND & ORGANISATION

Job Purpose - description, highlighting key subject areas:

The post holder will assist the Clerk/Chief Executive in the administration and governance arrangements of the Consortium and the Axe Brue, Parrett and North Somerset Levels Internal Drainage Boards. The Line Manager for the post is the Chief Executive of the Consortium and Clerk to the Consortium Boards.

Organisation – Description of function and organisation:

The Somerset Drainage Boards Consortium is the organisation that manages the operations and affairs of three Internal Drainage Boards (IDBs) in Somerset (the Axe Brue, Parrett and North Somerset Levels IDBs). IDBs are statutory independent public bodies supervised by a board of elected and appointed members. The Consortium provides the Boards with finance, engineering, legal, environmental and administration services via a team of in-house staff and consultants. The main activity of the Boards is to manage water levels and flood risk within their respective districts for the protection of people, property and the environment.

PART C — RESPONSIBILITIES

Key Responsibilities:

PRINCIPAL ROLE

1. To prepare and manage the meetings calendar of the Boards and the Clerk/Chief Executive.
2. To ensure that all statutory, audit and reporting dates are achieved.
3. To arrange public facing and internal meetings, prepare the agenda and ensure that minutes are made.
4. To act as a Deputy Returning Officer when Board Elections are held.

PRIMARY DUTIES

1. This post holder will support the Clerk who provides advice to the Boards on matters relating to the legal duties and functions of the Boards.
2. The post holder will assist the Clerk in advising the Board Chairs on matters of procedure in accordance with Standing Orders and Guidelines.
3. The Consortium manages the affairs of three drainage boards. The post holder will assist the Clerk in setting out a programme of main Board meetings and sub committee meetings as well as producing the agenda and issuing Board papers and reports.
4. The Senior Governance Officer will lead in the provision of facilities and support for the programme of about 38 Board public and minuted meetings per year. This will require the post holder, in conjunction with others when required, to book and set out the meeting rooms, provide refreshments, take notes of the meetings, write up formal minutes after the meeting and arrange for their distribution. Work at evening meetings may be required.
5. As part of the Board's governance arrangements, the post holder will manage and keep updated all information and contact details about Board members and particularly the operation of the Register of Members Interests.
6. The post holder will lead in keeping the Boards' portfolio of polices, byelaws, guidelines and procedures up to date.
7. The post holder will support the Clerk/CEO with the management of his diary and the organisation of internal and external meetings.
8. In conjunction with the Clerk/CEO the post holder will undertake the human resources aspect of the Clerk's work. This will involve recruitment, upkeep of job terms of reference, salary pay scales, terms and conditions, grievance procedures, leavers interviews and record keeping.

The post holder will also ensure that all staff have the appropriate work space arrangements in the office and at home. The post holder will liaise with the Boards Health and Safety Officer and external HR Advisor

9. In conjunction with the Health and Safety Officer, the post holder will assist on occupational health matters and liaise with the external Occupational Health Advisor as agreed with the H&S Officer.
10. The post holder will also make all arrangements for conference attendance including bookings, accommodation and travel.
11. The post holder will, in conjunction with the Clerk/CEO, manage a training programme for all staff which will involve skills assessment, training selection,

arrangement of training and record keeping. Training for H&S will be arranged in conjunction with the H&S advisor

12. The post holder will manage and operate the Complaints Procedures as well as dealing with and recording information requests, both formal (FOIs) and informal.
13. The post holder will manage and operate the SDBC document management arrangements and archives. This will include operation and use of the Boards' website.
14. The post holder will assist the Clerk as a Deputy Returning Officer at times of Board elections to undertake and ensure the election regulations and procedures are followed.
15. The administration office operates the co-ordinating base for the lone worker system that is in operation for the safe working procedures for site operatives and staff working by themselves in the field. The post holder will be required, from time to time, to provide back up for this service.
16. The post holder will act as Administration Officer for all ADA and SWADA events in conjunction with the Branch Secretary.
17. The post holder will maintain the Consortium 'Annual Calendar of Periodic Actions' and ensure that the scheduled actions are undertaken. This includes the preparation, collation and dispatch of the Defra IDB 1 forms.

SECONDARY DUTIES

1. In emergency events the post holder may be required to provide office support to officers in the field.
2. In March/April rate demands are sent out to 4350 ratepayers across Somerset and North Somerset. The postholder will assist the Ratings Assistant in this process.
3. The post holder prepare the Christmas staffing rota.
4. The post holder will arrange the annual newsletter
5. The post holder will also support the Business Services team with administrative tasks when required and to liaise with the team on GDPR matters.
6. Any other duties as directed by the Clerk/CEO.

Authority (e.g., Line Management etc.)

Students and placements

PART D — SKILLS & KNOWLEDGE PROFILE

Core Competences – required background experience and attributes:

Professional/External qualifications required:	
Essential:	5 GCSE at grade 4 or higher including maths and English.
Desirable:	Diploma or qualification (or over 15 years experience) in Business Studies or Business Administration
Learning & Development:	
Pre-Joining Essential:	<ol style="list-style-type: none">1. Proficiency in Microsoft Office applications (WORD, OUTLOOK, POWERPOINT and EXCEL).2. Excellent command of English, both written and verbal as well as précis skills3. Administration within an organisation4. Experience in the organisation of formal meetings, record keeping and preparing meeting minutes.5. To have an understanding of the functions and legal framework of statutory public bodies.
Pre-Joining Desirable:	<ol style="list-style-type: none">6. Experience in the administration of Human Resources management7. Experience in managing electronic and paper based filing systems.8. A knowledge of rural activities, agriculture and flooding issues.
Post-Joining:	<ol style="list-style-type: none">9. IDB election procedures10. IDB legislation and regulation11. Lone working procedures

Part E — Additional Requirements

Health & Safety:
Post holder must be fully acquainted with the Board's Health & Safety Policy and procedures and complete all mandatory H&S training.
Equality & Diversity & Inclusion:
Post holder must adhere to the Boards' Equality, Diversity & Inclusion Policy and complete all mandatory training.
Learning & Development:
Post holder is responsible for ensuring that his/her training needs are identified and agreed with his/her Line Manager and reviewed annually.
Security:
The post holder must complete all mandatory security training, comply with the Board's security policies and procedures and promptly report any suspected or actual security incident and/or breach.
Other Requirements:
To hold a valid in-date Full Driving Licence at all times. To be available to attend evening meetings.

Part F — Signatures

Post holder:

Name:

Signature:

Line-Manager:

Name:

Signature:

Date agreed:

Date for review: + 12 Months