



Role Profile

Job Title:	Governance Officer
Salary/Banding:	Band 2 - TBD based on experience, consideration will be given to job sharing / reduced hours in line with flexible working
Department:	People Services
Location:	Welsh Gymnastics Office- Cardiff
Reporting to	Head of People Services

Role Summary

The overall purpose of the role is to provide a full range of administrative support and services in the governance functions of the organisation. The postholder will assist in developing and managing process and controls as well as implementing structures and processes. They will provide support to the Head of People Services to ensure that all activities performed comply with the relevant requirements, improve organisational effectiveness, efficiency, and performance.

Main Areas of Responsibility

1. Contribute to the implementation and monitoring of the organisation equality plan

Typical Activities:

- Facilitate the Welsh Gymnastics Access Gymnastics Fund and the equality impact assessment process
- Provide support to the Equality working groups by recording progress and setting targets
- Capture good news stories and good practice that can be shared with the wider community and stakeholders
- Contribute to the achievement of the Advanced Equality Standard and InSport Gold
- Act as a point of contact for other departments on equality matters

2. Support the organisation to implement and achieve the Governance Action plan

Typical Activities:

- Implement and manage the organisational policy register
- Create document templates and standardisation across the organisation
- Provide advice and support to other departments on compliance topics such as GDPR and Health and safety
- Contribute to the delivery of the governance action plan

3. Support the HR functions of the organisation

Typical Activities:

- Support the Head of People Services in delivering the organisation HR plan
- Maintain the HR data-base
- Assist in the booking of courses and training opportunities for staff

4. Generic

All employees of Welsh Gymnastics have responsibility to keep our sport, our members and our staff safe. This includes upholding our safeguarding, confidentiality, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager or Head of People Services.

Success Measures:

- *Progress against the applicable action plan*
- *Clear policy management process in place*
- *Compilation of Equality Impact assessments*
- *Accurate record keeping*

Role Requirements

Knowledge, Skills and Expertise

- Knowledge and understanding of equality, diversity and inclusion landscape
- Experience of project management
- Experience of developing accurate paper and electronic record system
- Experience of working to multiple deadlines
- Experience in organising meetings and taking accurate, concise minutes in formal and informal meetings
- Good working knowledge of IT systems, office and finance systems and processes

People

- This role requires the role holder to develop effective working relationships, share/transfer knowledge, guide and support a range of colleagues, industry professionals, partners, stakeholders and other club representatives.
- Provide guidance or training temporary employees or colleagues in tasks or work procedures
- Responsible for providing instruction, guidance or feedback to others
- There is no formal line management responsibilities but to be effective in the role the holder will require a sense of teamwork and responsibility towards the achievement of department targets / objectives.

Shaping Direction

- This role requires the holder to plan, contribute and monitor a range of department projects around EDI and organisational governance plans and wider organisation strategy

- Organise and plan own work to meet agreed work plan that typically spans over a few weeks
- Support the monitoring and reporting of compliance with relevant standards and associated training needs
- Forward plan for department activities, conferences and CPD events
- In planning own work and agreeing objectives, demonstrated awareness of broader departmental goals and resource constraints, and organisational strategy

Developing Solutions

- This role requires the holder to understand and support employee enquiries, which can relate to a broad range of issues.
- The role holder will be required to use initiative when taking and validating details, assessing solutions and risks, handling sensitive/ confidential / personal issue and supporting, advising or signposting actions and recommendations
- The solution to issues or problems are not always obvious and issues and options must be investigated before choosing a way forward, mainly involving interpreting existing standards, procedures and policies
- Apply initiative in finding and implementing improvements to working practices, procedures and policies in own areas of work

Decision Making

- This role required the holder to make decisions and recommendations in relation to their own programme of work and the operational effectiveness of the department
- Make decisions or take actions that usually have a fairly immediate impact on efficiency of service to individuals or on individual client / suppliers' relationship on mainly routine matters or quality of work in own areas

Communicating

- Experience of presenting information in a logical and precise manner verbally and in writing
- Communicate effectively in a number of formats with colleagues, stakeholders and partners
- Explore needs of others where requesting information requirements or request are ambiguous through effective questioning and listening skills
- Communication is usually via telephone, conference call, email, letter and may include attendance at internal and external meetings and events.
- Maintain a range of relationships with internal and or external contacts to support operational / administrative and business activities