



Job Description – Corporate and Governance Support Officer

Job Title: Corporate and Governance Support Officer (Part time)

Reference: CGSO1

Reports to: Head of Corporate Performance and Governance

Salary: £28,000 (to be pro-rata – 3 days a week)

Location: Westminster

Contract Type: 12-month fixed term contract (with possibility of extension)

Working hours: 21 hours per week / 3 days a week

The Association of Police and Crime Commissioners (APCC) is the national body that supports Police and Crime Commissioners (PCCs), and other local policing bodies across England and Wales, to provide national leadership and influence change in the policing and criminal justice landscape.

We are looking for a flexible and motivated individual to act as Corporate and Governance Support Officer. The role will primarily support the Head of Corporate Governance to ensure smooth running of the APCC Board and wider Association business including corporate governance and performance reporting processes. The individual will also take responsibility to develop the APCC digital members services “knowledge hub” and support users of the hub to gain optimum value from its use. In addition, the role will provide wider administrative support to the APCC team as well as Independent and Plaid Cymru Group.

Ideally educated to degree level, candidates will need to have experience of working in an office environment providing corporate support. This includes experience in minute taking, drafting reports and emails, etc, as well as an awareness of corporate governance, financial reporting and performance reporting processes. You will need to be competent in Microsoft products and ideally will have a knowledge of web-based knowledge applications. This is an exciting opportunity for the right individual to grow their skills and become a key member of a small and friendly team.

Key Areas of Responsibility

1. Provide professional support to the Head of Corporate Governance to ensure the smooth running of board and corporate and performance reporting processes within the APCC.

- Keeps abreast and delivers against key internal corporate governance deadlines and plans work accordingly.
- Maintains a list of corporate governance actions and ensures these are cascaded, delivered and reported on as appropriate.
- Works efficiently to produce minutes, notes / follow-up emails and deliver on tasks arising from corporate governance meetings.
- Produces performance reports to a high quality and standard, meeting timescales.
- Takes meeting notes, Minutes, drafts emails and updates corporate registers as appropriate.
- Liaises effectively with other teams in the APCC and across OPCCs.

2. Develop effective relationships with suppliers and assist with dealing with queries / tasks arising from APCC contractors.

- Maintains an excellent working relationship with APCC suppliers.
- Works with the Head of Corporate Governance to resolve and manage issues arising from the supplier relationships.

- Support the Head of Governance in providing oversight of relevant APCC contracts.
- 3. Support APCC members and employees to develop, embed and utilise the APCC knowledge hub.**
- Takes initiative to learn the workings of the APCC knowledge hub.
- Demonstrates patience and excellent customer service when dealing with queries around the APCC Knowledge hub.
- Acts as the APCC Knowledge Hub administrator (dealing with login queries and ensuring content is kept up to date / relevant etc.)
- 4. Provides flexible office support to the wider APCC Team and Independent and Plaid Cymru Group.**
- Works highly effectively as part of a small team.
- Assists with general office / administrative duties (undertake photocopying, filing, record keeping and other administrative tasks) as required.
- Is flexible in approach and demonstrates good awareness of APCC procedures and decision-making structures.
- Understands the sensitivities of working in an impartial political environment and puts in place strategies and approaches in line with this.
- Supports the Independent and Plaid Cymru Group to meet periodically – including coordinating and supporting Group activities and meetings / events (as required).
- 5. Undertake additional tasks – perform other tasks as directed within job-holder’s competencies / capabilities**

Personal specification

Essential requirements

- Experience of working in an office environment providing corporate support e.g. taking Minutes, notes, drafting emails etc.
- Awareness of corporate governance and performance reporting processes.
- Experience of assimilating, co-ordinating and analysing complex data in order to produce clear conclusions and advice.
- Politically sensitive and aware.
- Ability to exercise discretion and confidentiality, and demonstrating political neutrality at all times.
- Experience and skills in use of Microsoft products.

Behavioural / personal competencies

- Good written and oral communication skills, with the ability to communicate, in person, with a wide variety of stakeholders.
- Listening skills with the ability to learn quickly.
- Good time management skills; manages work deadlines effectively and delivers on time.
- Strong problem-solving skills – looks to actively manage problems and seek resolutions before they become issues.
- Well-developed organisational skills, including the ability to work independently, use initiative and to prioritise workload under pressure to achieve tight schedules and deadlines.
- Ability to multi-task, deal with urgent, potentially high profile and unplanned requests for information and analysis at short notice.
- Constructively takes on board feedback to learn and develop skills.
- Demonstrates a strong work ethic; takes pride in work.

- Maintains a positive attitude with a 'can do' approach to work.
- Displays flexibility in role and willingness to complete tasks outside the strict JD or in support of team deliverables.
- Acts as a Team Player - seeks to support colleagues without prompting.
- Demonstrates a strong work ethic; takes pride in work and displays APCC Team Values.

Desirable requirements

- Experience relevant to corporate governance e.g. company secretarial, governance, internal audit, legal/paralegal, financial qualification etc.
- Understanding of web based knowledge applications would be an advantage.
- Some understanding of finance / spreadsheets / budgets.
- Understanding of policing and criminal justice policy and legislation (and / or wider public sector)
- Good computer skills
- Strong track record of delivering effectively in a dynamic, complex and rapidly changing policy environment.
- Experience of working with / supporting senior officials and stakeholders.

FURTHER DETAILS

The successful candidate will be expected to demonstrate eligibility to work in the UK as well as be security vetted. The post is politically restricted.

How to apply –

- Please submit a cover letter explaining why you are suitable for the role (1 page maximum) and CV by email to recruitment@apccs.police.uk quoting reference **CGSO1**
- Applications close **midnight on Monday 25th March.**
- Interviews will be held in Central London - planned for w/c 8 April.

If you would like to speak to someone concerning the role, please contact Cat McIntyre on 07714 399754 in the first instance.



JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Company collect?

The Company collects a range of information about you which *may* include:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration, including benefit entitlements.
- Whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

The Company collects this information from a variety of sources such as data that might be contained in application forms, CVs or resumes, obtained from your driving licence, passport or other identity documents, or collected through interviews or other forms of assessment.

The Company may also collect personal data about you from third parties, such as references supplied by personal referees and former employers, information from security check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

Why does the Company process personal data?

The Company needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In all cases, the Company needs to process data to ensure that it is complying with its legal obligations; for example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

In some cases, the Company needs to process data to ensure that you have the certain qualifications that you have; for example, it is required to check that you have a valid driving licence that enables you to drive a Company vehicle or to use your vehicle on Company business.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records on the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Company will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with our Human Resource Service Providers, and former employers to obtain references for you, security vetting agencies and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Company will not transfer your data outside the European Economic Area.

How does the Company protect data?

The Company takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Company keep data?

If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent], your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require the Company to change incorrect or incomplete data.
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

- Ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Oliver Shaw, oliver.shaw@apccs.police.uk 07714399762. If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all.