

ROLE PROFILE

Job Title:	Governance Assistant (Accountability)	Job Code:	TBA
Directorate:	Law, Governance & Compliance	Version:	0.3
Reports to:	Director of Law, Governance & Compliance	Date Created:	July 2024
No. of direct reports:	0	Grade:	Reference: 12 Grade D

JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government.

Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution - and it will put us at the center of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

Combined Authorities (*and Combined County Authorities*) represent a significant change in the local governance landscape, offering new opportunities for regional development, strategic planning, stakeholder engagement and delivery at scale. However, new opportunities also bring new challenges, particularly in establishing and maintaining robust governance structures.

Good governance within EMCCA is crucial for operational effectiveness, identifying and prioritising outcomes, and maintaining public trust. Central to good governance is accountability, efficiency and effectiveness.

As Governance Assistant you will support the delivery of formal, informal and internal governance at EMCCA, supporting the Head of Governance and Governance Team through the provision of administrative support as required.

OUR APPROACH TO GOVERNANCE

We are committed to the delivery of good governance and accountability in everything that we do, striving to ensure that decision-making is effective, proportionate, open to test and challenge and taken to deliver benefits to the region in alignment with its agreed strategic objectives.

We want to do governance differently at EMCCA, we want to do it better!

The Ambition is to develop an 'East midlands way' that will become the best practice exemplar for Combined Authority governance and accountability in terms of its arrangements, their application, impact, and transparency.

OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

We Lift Our Region | We Work Together | We Make an Impact | We Are Human

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

ORGANISATIONAL LANDSCAPE

Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

Our Vision

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

MAIN DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To support the provision of comprehensive servicing arrangements for allocated Member, officer and other external meetings
- Prepare and distribute agendas, minutes and reports and implementation of decisions.
- To apply standards for the democratic process consistent with the EMCCA Constitution, particularly concerning the access to and presentation of information and the co-ordination of items between meetings.
- To carry out administrative work for meetings and any other specified duties
- Contribute towards the integrated central support provided for Members and Directorates.
- With the Head of Governance, support Member Training and Development including core training activity, group training, and induction by booking sessions, arranging agendas and speakers and providing logistical administration at events
- To administer the arrangements pre- and post-election for setting up and bedding in the new authority
- Contribute to improvements to current methods and procedures based on experience of using and working within them.
- Resolving enquiries and issues, of differing complexity, by determining appropriate solutions without resorting to immediate instruction/ guidance on every occasion
- Support the Monitoring Officer in the exercise of his/her duties, particularly in maintaining the Register of Members' Interests and where appropriate, the provision of advice regarding the declaration of interests.
- To assist the relevant Governance Services Officer, as directed, in reviewing and updating, in conjunction with the Monitoring Officer, the Constitution including the Schemes of Authorisation
- To co-ordinate and assist with the management of the Monitoring Officer (MO) diary, making appropriate appointments, so that his/her time is spent effectively.

Building culture

- Champions a positive workplace culture
- Ensures that the core values and behaviours of the EMCCA are maintained and promoted in all activities, at all times.
- Fosters a corporate culture that promotes high quality performance, integrity and customer care in a positive work climate, enabling the EMCCA to attract and retain a diverse and high-quality workforce.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.

THE PERSON

Experience and Skills:	<p>Experience and Skills</p> <ul style="list-style-type: none"> ▪ Well-developed knowledge and experience of technology and IT used in the workplace to facilitate efficient and effective workflow and communications. Confidence and aptitude to investigate, learn and adopt new systems. Ability to host meetings on Zoom and Microsoft Teams. ▪ A high level of literacy and a good standard of numeracy. Evidence of ability to summarise documents and discussions clearly. ▪ Demonstrable experience of taking initiative and improving business systems/ processes / services. ▪ A good understanding of public sector / local government services and how they are governed. ▪ Experience of interpreting procedures ▪ Experience of analysing and interpreting data ▪ Experience of producing reports (or similar) ▪ Excellent organisational skills, able to prioritise and organise own workload and to work on own initiative within tight deadlines. Able to manage a heavy workload effectively. ▪ Excellent customer care skills, with the ability to deal confidently with a range of internal and external customers and stakeholders. Also, an ability to display sensitivity, tact and diplomacy in all situations. ▪ Ability to use initiative and judgement in handling and resolving enquiries and issues ▪ Ability to assist in coordinating, preparing, and arranging the dispatch of meeting agendas and reports ▪ Ability to produce accurate records (minutes) of discussions, decisions, and actions taken during meetings
Qualifications, Training, CPD:	<ul style="list-style-type: none"> ▪ A-level English (or equivalent) ▪ Minute taking ▪ Excellent IT skills
Building Culture and Motivation	<ul style="list-style-type: none"> • Understanding of working in a political environment and ability to treat all political groups equally • Strong ability to work in a confident, self-reliant, assertive and empowered way, commanding trust and respect and operating as a valued member of the Governance Services team. Proactively bringing ideas, challenge and persuasion to continually improve service delivery, with an enquiring mind to explore new possibilities. • Experience of promoting the health and safety and wellbeing of a workforce.