

Person Specification

Post Title: Governance and Compliance Manager		Grade: 6	Department: Enabling Services	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Educated to degree level in a relevant discipline (e.g business management) or equivalent experience in a governance or business management role	Application form and interview		Application form and interview
Experience	<p>Experience of organising meetings, writing agendas and taking accurate concise minutes in formal and informal meetings</p> <p>Previous experience of day to day management of staff or volunteers</p> <p>Experience of developing accurate paper and electronic record systems for retrieval, analysis and dissemination</p> <p>Ability to extract, analyse, interpret and report data and provide information based on the data to drive performance improvement</p> <p>Proven experience of working in a governance/committee environment</p> <p>Experience in working to multiple deadlines</p>	Application form and interview	<p>Experience of presenting complex issues and reports to meetings.</p> <p>Experience of procurement practice and assessing quotes and tenders</p> <p>Experience of meeting the requirements of the Charity Commission.</p>	Application form and interview

<p>Skills and Knowledge</p>	<p>Excellent written, verbal and listening communications skills</p> <p>Presentation skills</p> <p>Understand the governance and regulatory framework in which a charity operates including knowledge of how the Board of Trustees operates</p> <p>Understanding of the difference between outputs and outcomes and how these can be evidenced across a range of specialisms</p> <p>Understanding of information governance, data protection and maintaining strict confidentiality</p> <p>Advanced IT skills including good understanding and experience of Microsoft Office Products (Word, PowerPoint, Excel, Outlook)</p> <p>Excellent time management and planning skills</p> <p>Ability to form working relationships at all levels in the organisation</p>	<p>Application form and interview</p>	<p>Knowledge and experience of good practice in charity and company governance</p> <p>Project management skills</p>	<p>Application form and interview</p>
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Personal Attributes	<p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation, compassion and respect.</p> <p>Flexible and adaptable</p> <p>Excellent interpersonal skills</p> <p>Tact and diplomacy</p> <p>Ability to work on own initiative</p>	Interview		interview
Special Requirements	<p>There is an occasional requirement to attend meetings and respond to unexpected events outside of normal working hours</p>	Interview		interview

Signature of Post holder: **Date:**

Signature of Manager: **Date:**