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| **Job Description / Person Specification** |

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| **Job Title: CORPORATE GOVERNANCE & OFFICE MANAGER** |
| **Location: LMC HEADQUARTERS** |
| **Reports to:** **ACCOUNTANT** |
| **Post Holder: F/T PERMANENT** | **Date:** **NOVEMBER 2021** |
|  **1.Job Purpose** LMC is seeking to recruit a Corporate Governance and Office Manager. Reporting to the Accountant, the Corporate Governance & Office Manager will provide an important service across the organisation that ensures the efficient running of LMC in compliance with internal and external policies and legislative requirements.  The jobholder will also be required to act as line manager to administrative staff and ensure relevant office and staff related contracts are managed effectively. The successful individual must be a competent and contributory member of the LMC team which currently comprises a small and focussed staff complement of 18 full and part time positions. In addition, the jobholder will have a close liaison role with other staff associated with the delivery of individual projects. The jobholder will be required to actively support and lead specific projects. |
| **2. Proposed Line Management Chart**  |

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| **3. Key Responsibilities** |
| * Assist the LMC Management Team to ensure a standardised approach to and compliance with the Management Statement and Financial Memorandum (MSFM) agreed with DAERA
* Maintain a contracts database and act as an internal hub for advising and facilitating the consistent and compliant procurement of goods and services for LMC where a centre of procurement expertise is not used
* Provide economic appraisal, evaluation advice and a support facility to all staff who are raising purchase orders for the supply of goods or services
* Undertake the role of Data Protection and Information Officer ensuring that LMC complies with all relevant legislative requirements in relation to information management and security, including General Data Protection Regulation (GDPR), Freedom of Information Act 2000, Privacy and Electronic Communications Regulations 2003 and the Data Protection Act 2018
* Review and update existing LMC policies and procedures and develop new policies and procedures as required
* Initiate all planning and formal reporting processes, including strategic planning and business planning requirements. Construct such plans and reports in accordance with requirements for an NDPB and in liaison with the Management Team and Chief Executive
* Maintain a diary of planning and reporting events and ensure that necessary actions are taken by the appropriate personnel at the appropriate time to meet planning and reporting requirements
* Manage the implementation of all programmes of agreed work arising out of audit processes (internal and external)
* Providing the LMC Audit and Risk Assurance Committee (ARAC) with required documentation e.g. Corporate Risk Register
* Compiling the LMC Annual Report and Accounts
* Liaise with, and handle queries or correspondence from, third parties such as DAERA and the Equality Commission where applicable
* Management of key office contracts and general services including: IT Support Services, Telecommunications (broadband, telephone/mobile phone maintenance services), Insurance, Recruitment Advertising, Postal Services and Travel Management Services
* Liaising with LMC’s contracted HR Support Service and communicating relevant information to LMC staff
* Overseeing LMC’s duties under equality legislation such as: Monitoring Returns, Article 55 Review and Website Accessibility Statements
* Under the direction of the Management Team ensure compliance with Health & Safety legislation through completion of risk assessments and management of Fire Wardens/First Aiders
* Organising staff training as required
* Line Management of LMC’s administrative staff to include efficient running of reception service and other administrative duties
* Assisting with the provision of relevant Corporate Governance and Office Management services to third party organisations with which LMC has Service Level Agreements
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| **B. Other Work Areas** |
| * Any other accountabilities within the competence of the jobholder as directed by the Accountant.

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| **4. Planning and Organising**Given the nature of the role, it is of critical importance that the job holder manages time effectively in order to meet the objectives of the role. Excellent project management skills will be important. Considerable self-motivation and a confident yet flexible approach will be needed. |
| **5. Decision Making**To make decisions in regard to the listed areas of key responsibilities, seeking direction from the LMC Management Team where necessary.To participate in the wider decision making of LMC as required. |
| **6. Internal and External Relationships**Internal:- Members of the Board, ARAC, Managers, Professional, Clerical and other staffExternal:- DAERA Corporate Sponsor Branch, Equality Commission, Contractors, Northern Ireland Food Chain Certification (NIFCC) Training Providers, Construction and Procurement Delivery (CPD) etc….Key industry personnel as required by any given project. |
| **7. Knowledge, Skills and Experience Needed**Given the diverse range of LMC stakeholders and its accountability as a public body the role of Corporate Governance Manager is an important one. The role brings significant variety and challenge and presents a rewarding career opportunity within the LMC at an exciting time for the organisation. The successful candidate must demonstrate intellect, drive and real commitment to the aims of LMC.**Essential Criteria*** Minimum second class honours degree in a relevant subject.
* Detail-orientated, organised, critical thinker, with strong analytical skills.
* Excellent verbal and written communication and presentation skills.
* Ability to maintain confidentiality.
* High degree of IT capability across a range of packages e.g. Microsoft Office.

**Desirable Criteria** * Experience of working with a variety of people from executives to board members to external parties
* Knowledge of Government processes
* Knowledge of/qualifications pertaining to Data Protection, Freedom of Information or Information Management

**Personal Qualities*** Ability to make decisions, work on own initiative and accept responsibility.
* Diplomatic with good interpersonal and communication skills.
* Excellent written communication skills.
* Confident, firm but pleasant and fair manner.
* Attention to detail.
* Honest, trustworthy and reliable.
* Good health and attendance record.
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| **8. Environmental/ Physical Conditions*** Office-based at LMC HQ. (Flexible working arrangements can be considered within the scope of LMC’s Flexible Working Policy)
* Some travel within Northern Ireland
* Access required to a form of transport to enable you to discharge your duties
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| **9. Outline Terms & Conditions*** Full time (37.5 hrs per week)
* 20 days annual leave (rising with service) + 12 public and privilege leave days
* Defined benefit pension scheme
* Company sick pay scheme (after a qualifying period)
* Salary £33,889 to £36,400 (under review)
* Excellent training and personal development opportunities.
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