



Job Description

Service:	Corporate Transformation, Insight and Performance
Job title:	Governance and Assurance Officer
Grade:	Grade F
Hours of work:	37
Responsible to:	Governance, Insight and Performance Manager
Responsible for	
Direct reports:	0
Indirect reports:	Matric manage project team members to ensure they deliver
Budget:	£0 but will ensure projects adhere to allocated budget



Purpose of Post:

The Governance Officer will play an important role in ensuring that Corporate Transformation projects and programmes, as well as projects associated with the Local Government Reorganisation, delivered and supported by the Corporate Transformation, Insight and Performance team, are delivered successfully. Working with Services across the Council and with partners, this role will help to ensure that the Corporate Transformation and Reporting Service adhere to internal governance. It is therefore important to have strong interpersonal and team working skills and to be able to work sensitively and effectively across organisational boundaries.

Key areas of responsibility for this role will be contributing to effective project and programme management across the Corporate Transformation and Reporting team and will ensure the effective and smooth use of governance groups to ensure that Council Services are able to most effectively drive delivery across a complex and multi-faceted Council.

Due to the scale of work during 2026 - 2030, there will be a need for the post holder to carry out a large amount of communication across all levels of stakeholders, within the team, staff groups, partner organisations and stakeholder groups.

In addition, the role requires an ability support the Head of Corporate Transformation and Reporting to run the departmental Gating meetings, including distribution of papers for approval and minute taking.

The role will also be responsible for ensure all timesheets are uploaded monthly for financial reporting on projects and that the associated project purchase orders are updated and maintained.

Key Deliverables:

Project and programme management Governance

- Support the Corporate Transformation and Reporting Service to ensure the effective Governance of projects for the Corporate Transformation service.
- Ensure adherence to the Governance processes and procedures for the Corporate Transformation team.
- Support Project teams to ensure that objectives, agreed milestones and gateways are delivered to a high quality and against agreed budgets.
- Produce reports for management meetings in a timely and efficient manner, including programme-wide progress reports.
- Lead the production and maintenance of project documentation such as risk and issue registers, monitoring risks and issues in accordance with the Corporate Risk Management Framework and other adopted processes.
- Assist with the development and embedding of consistent, efficient and effective processes for managing and reporting on projects across the Transformation programme and Local Government Reorganisation, working closely with workstream programme management teams, and reporting to the Project Manager on progress, slippages, forecast delivery dates and targets.
- Undertake relevant projects as requested by line manager, including potentially developing proposals for future governance models to strengthen existing arrangements, and developing information management processes for application across the programme.
- Coordinate knowledge management systems covering preparation, control and recording of project and programme documents.

Effective governance arrangements

- Plan for and commission agenda items that allow these governance groups to make the most effective use of their time, effectively driving the programme and ensuring resolution of problems at the appropriate level.
- Ensure that actions are captured, commissioned and logged (including monitoring delivery) from meetings and chasing where actions are not completed.
- Ensure the effective communication and understanding of the IT programme governance and implementation across the IT programme, including among delivery teams, and encouraging all officers across the IT & Digital Service to participate fully within governance arrangements.

Supporting effective management

- Continually design and review relevant protocols, processes and materials utilised within the IT Corporate Transformation and Reporting Service and for use across the IT Programme team drawing on best practice, advising on improvement and as

appropriate, cascading to workstream programme teams for consistency and understanding.

- Negotiate tactfully and robustly with senior officers and individuals to support effective management of the IT programme and structures within the programme.
- Coordinate work commissioned across organisations, including escalating where work is not being progressed as expected or is not of sufficient quality to ensure effective management resolution.
- Act as the lead officer for information management across the programme, ensuring that processes are well understood and implemented, and advising officers and others where necessary.
- Lead on the arrangement of meetings and briefings, ensuring that all the required information is available for all parties for such occasions.
- Undertake general tasks and support the team as and when required, including acting as cover where necessary for Project Support.
- Undertake other tasks and responsibilities as required in the delivery of the team's services.

Finance and budgets

- Monitor budgets within the Corporate Transformation and Reporting Service, working with Finance colleagues, ensuring that expenditures are authorised.
- Ensure that any discrepancies within the Corporate Transformation and Reporting expenditure or likely budget overspends are highlighted to the Head of Corporate Transformation and Reporting.
- Research costs and make recommendations on various areas, such as into potential options for data sharing systems, etc.



	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
The minimum knowledge required to undertake this role and any qualifications or training essential for the role	Insert whether each criteria is (E) Essential or (D) Desirable	Insert how you will measure criteria has been met e.g.: Application form Interview Assessment task
Educated to degree level, NVQ Level 4 or equivalent experience.	Essential	Application form
Project management qualification or equivalent experience. Risk management experience	Essential Essential	Application form
Experience	Insert whether each criteria is (E) Essential or (D) Desirable	
Budget Management Functional understanding of principles and processes	Desirable	Interview
Project Management Good understanding of disciplines and processes	Essential	Interview



<p>Governance Management</p> <p>Extensive experience of project governance processes and procedures.</p> <p>Extensive experience of supporting projects and programmes through the Governance process.</p> <p>Extensive experience of implementing and supporting governance arrangements, such as Executive Boards, Project Boards, and/or Councillor committees, etc.</p>	<p>Essential</p>	<p>Interview</p> <p>Application form</p>
<p>Excellent Microsoft Project experience and knowledge.</p> <p>Experience in using MS Word.</p> <p>Advanced level experience of using MS Excel for creating/ maintaining spreadsheets, and conducting data analysis.</p> <p>Experience of using SharePoint for managing documents and version control.</p>	<p>Essential</p>	<p>Interview</p>
<p>Experience</p>		
<p>Working collaboratively with, and influencing others. Good practical experience</p>	<p>Essential</p>	<p>Interview</p>
<p>Working within a project/programme management office environment. Good</p>	<p>Essential</p>	<p>Application form</p>



practical experience of contributing to project and/or programme management		
Supporting governance arrangements, such as Executive Boards, Project Boards, and/or Councillor committees, etc. Good practical experience	Essential	Application form
Preparing clear reports and notes. Good practical experience, including researching and authoring reports based on relevant data/information	Essential	Interview
Preparing and implementing project plans. Good practical experience	Essential	Interview
Risk and issue management. Good practical experience of monitoring and reporting on risks and issues	Essential	Interview
Working with partnerships including other agencies and stakeholders to ensure project and/or service objectives are met. Practical experience	Essential	Interview
Working in a Local Authority environment/with local Councillors. Experience of working in this environment	Desirable	Application form



Administration in an office environment. Practical experience	Desirable	Application form
Skills and Abilities		
Specific skills the applicant would need to do the job	Insert whether each criteria is (E) Essential or (D) Desirable	Insert how you will measure criteria has been met e.g.: Application form Interview Assessment task
Ability to interpret and explain complex issues to a wide range of audiences, presenting complex data sets in a clear and meaningful way and skilled at writing and supporting the preparation of papers such as committee papers	Essential	Interview
Excellent organisational and time management skills, with ability to self-direct and work under own initiative.	Essential	Interview
Ability to take hard decisions relating to own work when necessary, including prioritising under time pressure	Essential	Interview




Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions	Essential	Interview
Proactive approach to recognising a need for changing, acting appropriately and managing change.	Essential	Interview
Able to exercise discretion in dealing with politicians and sensitive issues.	Essential	Interview
Excellent set of inter-personal and communication skills – able to communicate with and influence others in a professional, open and constructive manner and challenge others sensitively, providing robust yet tactful challenge when necessary to ensure that work is delivered on time.	Essential	Interview
Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities;	Essential	Interview
Ability to build support for new, and sometimes unpopular, ideas and processes	Essential	Interview
Decision Making and Impact on Others	Example: Types of decisions required to be made How will decisions made impact across the whole council / team / other departments	



<p>What impact the decisions made by the post holder would have on others across the Council</p>	<p>The Governance Officer role will mostly work on a 6-12 monthly schedule. They will have experience of working on major projects at a detailed level including reporting and advising the wider programme team of reporting improvements.</p> <p>This role requires the ability to work on own initiative, managing multiple deliverables in a fast-paced set of service areas. The post holder must be able to manage reporting deadlines and escalate to Programme Lead any slippages or missing information. The Post holder will advise and report on project governance adherence to the Programme Support Manager who will take action based on these reports. The post holder will escalate if project team members do not meet deadlines, submit quality documentation, adhere to internal Governance processes. The post holder will have to chase project managers/business analysts to make sure they are completing project documentation. This may require chasing and managing project team members to make sure they meet deadlines</p>
<p>Communication with Internal and External Customers</p>	
<p>Internal</p>	<p>Directors, senior managers and project team members. 50%</p> <p>Ability to communicate across a diverse community of stakeholders; good networking and influencing skills.</p> <p>Ability to communicate complex concepts to a varied group of stakeholders in a way which is understood by all.</p>
<p>External</p>	<p>Directors, senior managers and partner project team members within the Council and suppliers. 50%</p> <p>Ability to identify clear outcomes and explain requirements to project team members.</p>



<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Example: Willing to travel and occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.