



Job title: Governance Officer

Working hours: 17.5 hours per week(0.5FTE), open to flexible working.

Location: 2 Dean Trench Street, London, SW1P 3HE. With the option of working flexible.

Salary: £37,000 FTE

Benefits: 30 days holiday plus bank holidays Pro Rated.

The National Institute of Economic and Social Research is Britain's oldest, and one of its most prestigious, independent research institutions. We specialise in applied social and economic research, combining high academic standards with relevance to policy making. Our reputation for quality and independence, outstanding networks, and unrivalled location at the heart of Westminster makes us the ideal base to build a national profile for academic or policy research that makes real impact.

We are looking for a Governance officer to Coordinate the Institute's governance activities and support the Director and the Chair of Council to fulfil NIESR's responsibilities and obligations in relation to their respective areas of governance.

The essential requirements we are looking for in the successful candidate are:

Experience

1. Experience in corporate governance, including the management and co-ordination of governance meetings (incl. Annual General Meetings, minute-taking, Board 'packs'/papers' preparation)
2. Experience in diary management, and co-ordinating internal and external meetings.
3. Experience in co-ordinating agendas, minute taking. Managing multiple competing priorities and meeting strict deadlines.
4. Dealing effectively with staff at all levels of an organisation, ensuring confidentiality and discretion as appropriate.
5. Experience in responding pro-actively and flexibly to changing priorities and demands.

Skills, Knowledge and Abilities

1. An understanding of corporate governance and its application in small businesses and/or charities.
2. Proficient in using Microsoft Office packages, including Teams, word, excel, PowerPoint etc.
3. The ability to take responsibility and ownership for tasks and follow through to completion.
4. A high level of attention to detail with the ability to produce a high standard of work without the need for reviewing or checking.
5. Is flexible and demonstrates the ability to work as an effective member of a team.

To apply

To apply for this role, please send full CV and a supporting statement of no more than 1,500 words setting out how you meet the essential requirements outlined above. Please number each point and address these one at a time to ensure that we can fully consider how your experience, skills and abilities meet the needs of the post. Please refer to the attached job description and person specification for full details of the role.

Applications should be sent to Kirsty Pearce-Perkins via email: hr@niesr.ac.uk.

Closing date for applications is Friday 7th 2024. Interviews will be conducted on w/c 17th June.

As an equal opportunities employer, NIESR is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join NIESR.