

Working in partnership



**Barking &
Dagenham**

JOB DESCRIPTION

Job Title: Assistant Company Secretary

Grade: 6

Salary: c.£40k + benefits

Department Commercial

Responsible to: Company Secretary

Hours: 35 hours per week

Key contacts:

- Company Secretary; Commercial Director
- Managing Directors; Chairs
- Members of the Be First, Reside and B&D Energy Boards
- Key partners including officers from London Borough of Barking and Dagenham (LBBD), Regulators, External & Internal auditors, legal advisors
- Staff at all levels of the organisation
- Be First's Project Management Office

Overall Purpose of Job:

To support the Company Secretary to deliver a dynamic shared company secretarial service to ensure that Be First, the Reside Group, B&D Energy and LBBD achieve their ambitious regeneration plans to transform the Borough.

Job Context:

- The post holder reports to the Company Secretary
- The post holder has no budget responsibility.
- The post holder will be expected to work collaboratively with colleagues from the different entities in LBBD's corporate governance structure.
- The post holder will work flexibly and work as an effective team member.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time by the Company Secretary.

- To contribute towards the implementation of a working culture that is collaborative and makes governance a tool for improvement
 - To be responsible for continuous personal development by requesting and attending training when necessary.
 - To demonstrate a strong commitment to the promotion of equal opportunities.
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- To take accurate minutes of the Boards and sub-committees, subsidiaries (including SPVs and LLPs), assist with the distribution of Board papers; following up on actions arising from the meetings.
 - Work with the Company Secretary to develop consistent meeting packs, meeting administration and output and follow-up to meetings
 - To support the Company Secretary and Executive Assistants to the MDs of Be First/Reside/B&D Energy in planning, arranging, and monitoring a schedule of meetings for the Board and Committees.
 - To manage Board members expense claims
 - Work with the PMO to support the administration of the Gateway approvals process
 - To be responsible for the administration of the appointment and retirement of directors, including statutory filings
 - Arrange, develop and maintain programmes of induction, recruitment and training for directors and record their participation and engagement.
 - Oversee and monitor Be First's Information Governance compliance with GDPR and Freedom of Information Requests escalating any issues to the Company Secretary, Finance Director, LBBB Head of Information Governance as appropriate

PERSON SPECIFICATION

Essential experience

- Excellent minuting skills; ability to record verbal discussions (including potentially commercially sensitive information as formal documents)
- Experience of writing reports for the Board and Leadership Teams
- Experience servicing a board or governing body
- Experience of working in a complex corporate governance environment with subsidiaries and different corporate entities (LTD companies, LLPs, JVs and SPVs)
- Excellent communication skills, verbal and written with the ability to adjust their communication style and content for the audience
- Has a planned an organised approach with an ability to prioritise their workload in order to meet tight and often changing deadlines
- Specialist knowledge of information governance: GDPR and FOIA
- Hold, or be studying towards a professional governance qualification, or alternatively have appropriate experience in a similar role

Essential skills

- Able to work successfully in a team

- Able to think analytically; anticipate obstacles and think ahead
- Computer literate with an ability to use the required systems and Microsoft Office; MS Teams.
- Understanding of and commitment to equality and diversity
- Scrupulous attention to detail
- At ease in the presence of company directors and/or senior managers
- Have a collegiate approach in working with other departments
- Able to work under pressure, organise and prioritise own work ensuring that deadlines and service standards are met

Desirable

- An understanding of Local Authority or Social Housing governance structures