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| **Job Profile** | | | | |
| Role: | **Chief of Staff/Director of Governance** | Date profile last reviewed: | | February 2017 |
| Name: |  | Reports to: | | Controller |
| **1. MAIN SUMMARY OF ROLE:**  The Chief of Staff/Governance has overall responsibility for providing direct staff support to the Controller; acting as secretary to the Board of Trustees, subsidiary charities and companies; acting as a key member of Executive Policy Group; preparing the Charity's business plan; providing support services covering IT and Facilities, Human Resources, Company Secretary and compliance responsibilities including data protection legislation, tendering for contracts, and lead on the Fund’s risk register; and, providing specialist advice on employee benefits, including pay and pensions. | | | | |
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| **2. KEY RESPONSIBILITIES:**   * Provide direct staff support to the Controller, coordinating and undertaking activities on his behalf when required * Lead Fund strategy work and implementation, including preparation and communication of Fund Strategy and annual Business Plan * Coordinate and implement programme/activity for Board of Trustees and EPG, including acting as secretary * Act as Company Secretary * Lead and implement specific strategy/policy for pensions/HR/pay & remuneration/ governance/data protection/Fund insurances. * Lead Fund’s Risk Management processes * Develop, for approval by Executive Policy Group, policy papers for submission to Board and Committees * Ensure Fund properties are properly maintained and adequately insured and provide an effective Reception and Housekeeping service * Provide an effective secretariat service, including the preparation of agendas and minutes to the Board, Committees and other entities * Provide advice on legal and governance matters and brief new trustees when appointed to the Board * Act as adviser to the Remuneration Committee * Attend meetings of Council, Board of Trustees, Remuneration Committee, Staff Pension Fund, and RAFBF/RAFA Joint Working Group * Manage delegated budgets * Act as line manager for HR, IT & Facilities and Deputy Company Secretary. * Provide an HR advisory and support service, including up-to-date HR policies, practices and protocols * Lead for Equality and Diversity strategy and implementation * Lead for the development of staff including training and PDR processes * Lead for Facilities Management including Health and Safety in the workplace * Oversee and advise on Data Protection Compliance Legislation * Manage the Fund’s final salary and defined contribution pension schemes * Any other tasks as directed by the Controller | | | | |
| **COMPETENCIES REQUIRED FOR THE ROLE** | | | | |
| Essential:   * Persuading and Influencing * Writing and Reporting * Analysing * Formulating Strategies and Concepts * Adapting and Responding to Change * Entrepreneurial and Commercial Thinking   Desirable:   * Deciding and Initiating Action * Working with People * Relating and Networking * Creating and Innovating * Planning and Organising | | | | |
| **QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE** | | | | |
| **4. Academic/Professional Qualification(s) or equivalent**: | | | | |
| Essential | | | Desirable | |
| * Degree level or equivalent vocational training | | | * Project Management * Knowledge of the RAF | |
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| **5. Knowledge/ Experience:** | | | | |
| * Proven ability to lead and supervise personnel * Proven ability implementing strategic focus | | | * Charity law * Pension Fund Management | |
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| **6. Skills/Abilities:** | | | | |
| * Proven ability to communicate at Executive/Board level | | |  | |
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