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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
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| **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
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| **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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