H-6-BOD-BAND 6-TRD-0548-1 (2024)



# Assignment Brief

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| **Job Title**  | **Governance Coordinator**  |
| **Reference**  | This role will support the Director of Transformation Governance and Finance. as well as supporting the wider sub directorate |
| **Department / Team**  | **Governance and Delivery**  |
| **Location**  | Leeds/London  |
| **Band**  | **6**  |
| **Responsible to**  | **Operations Senior Manager**  |
| **Accountable to**  | **Head of Operations**  |
| **Responsible for**  | Day-to-day work assigned to this post  |
| **Review date**  | Assignment timeframes may need to be reviewed  |
| **End date**  |  |

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| **Role Specifics**  |
| **Background** The Governance and Delivery sub directorate is part of the Transformation Directorate who’s **core aim** is to lead the development of the future tech-enabled, person-centred health and care service. We plan to do this by: * **Shaping the strategic direction** of health and social care by defining models of care for the future.
* **Engaging with patients and frontline staff** on the design of our products and services
* **Working with regions, ICSs and health and care providers**
* **Enabling research** and encouraging the introduction and adoption of new clinical and care innovations
* **Supporting the delivery** of priority national services and programmes of work
* **Building and operating** national platforms, services, and data provision
* **Encouraging the adoption of solutions** at scale
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| **The Operations team’s mission is to enable a safe and agile corporate environment, to enable Transformation Directorate teams to lead the largest digital health and social care transformation programme in the world.**  The Operations team continues to work hard to ensure that the right infrastructure is in place for Transformation Directorate, and operational processes and procedures are robustly designed and firmly embedded. The Operations team remit covers the following areas:  * Workforce Planning
* Business Continuity
* FOI Requests
* Flexible Resourcing Pool

 This team will support TD’s alignment with the Governance and Delivery Directorate’s workforce, governance compliance functions, and coordination of information across each of the TD sub-directorates.  **Duties** As an Governance Co-Ordinator, the postholder will work as part of a dynamic team in delivering an effective service supporting managers and staff across Transformation Directorate.  Specific responsibilities include the co-ordination of governance activities including, but not limited to, planning and delivering the yearly Business Continuity Cycle, yearly returns of Assurance Certification, Mandatory Declaration of Interest, Gift and Hospitality, IG Assurance appraisals, reporting of Mandatory training stats and creating initiatives to drive up stats, design and delivery of Record Management Training and resourcing, planning for the organisations Freedom of Information Process resources, and being a key contact for Public Inquiry responsibilities.  In particular, the postholder will * Work flexibly across the Operations team in its governance remit. Areas of focus are likely to be (but are subject to change) Freedom of Information, Mandatory and Statutory Training, Information Governance and Business Continuity.
* Liaise with the full range of Transformation Directorate colleagues. • Gather information to support key business activities and provide advice and support via the team’s central mailbox, planning and delivering up-skilling workshops throughout the year based on needs and gaps identified.
* Work across the Directorate to offer advice and guidance on key governance policies including signposting and sharing best practice. • Support teams to ensure that the portfolio of tasks/projects is planned, managed, co-ordinated and delivered effectively.
* Ensure accurate and open communication and co-ordination with a range of organisations and individuals, researching and drafting correspondence and papers, and ensuring the management of specific tasks, lead reporting and analysis across a range of specialties, functions and projects.
* Support and inform the targeting of resources, monitoring spends, implementation and evaluation of the tasks/projects by providing high
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| quality support, including complex information and analysis, communications and stakeholder management. * Be a key member of the team as well as supporting effective communication and stakeholder management, both internally and externally.

**Accountabilities/Key Relationships (External and Internal)** * The postholder will be required to maintain constructive relationships with a broad range of stakeholders.
* Work with members of the team to develop and implement project data collection systems that will provide accurate and timely data. • Communicate information and issues, including briefings and reports.

**Organisational Chart**

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| Head of Operations  |
| Operations Senior Manager  |
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| Operations Manager  |
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| Operations Coordinator  |

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| Governance Coordinator  |
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| Business Coordinator  |

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| Business Support Officer  |

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# Specialism Person Specification

The specialism person specification should be populated with reference to the generic job family job description, giving specific context to the requirements listed. No additional elements to the generic JD will be required, only context and reference to a specific specialism. For example, if the education / training / qualifications section states ‘requires MSc in relevant subject’, a specific subject area may be added to the specialism person specification, e.g. MSc in Human Resource Management.

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| **riteria**  | **Essential**  | **Desirable**  | **Stage Measured at:** **A – Application** **I – Interview** **T – Test** **P - Presentation**  |

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| **Education / Training / Qualifications –** **Detail specialism required for the role**  | … or equivalent   |  |  |
| **Knowledge and Experience** **Detail specialism required for the role**  | * Experience in managing Freedom of Information enquiries,
* Overseeing Mandatory and Statutory Training, Information
* Governance and

Business Continuity.  |  |  |
| **Skills / Abilities**  | * Work across the

Directorate to offer advice and guidance on key governance policies including signposting and sharing best practice. * A working knowledge of the Freedom of

Information Act. * A working knowledge of Information Governance (UK GDPR, DPA 2018).
* Previous experience of working in a governance team or equivalent team/function.

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| **Interpersonal Skills**  | • Liaise with the full range of Transformation Directorate colleagues.   |  |  |

