

<b>Job Title:</b>	Governance and Compliance Administrator
<b>Reporting to:</b>	Executive Assistant to the COO
<b>Supporting:</b>	Parish Centres, Property and Surveying, Legal, Governance functions.
<b>Location</b>	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

**Mission Statement**

**“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”**

**Job Summary**

To provide high quality administrative support to functions across the COO Department.

**Main Duties and Responsibilities**

1. To provide a high standard of general administrative support to officers within the COO Department.
2. Efficiently managing incoming email, post, telephone calls and enquiries from colleagues, clergy, members of the public and other stakeholders, responding at the first point of contact where possible, otherwise escalating to the relevant department.
3. To undertake general administrative duties such as typing and filing of letters and other documents, photocopying, scanning, printing, creating and archiving records, maintaining databases, ordering stationery and supplies.
4. Plan, organise and attend meetings (including Committee meetings) to take minutes, circulating minutes and actions following approval by relevant officers.
5. Researching and creating presentations / newsletter articles or other communication under direction of individual officers.
6. Support procurement processes in accordance with agreed procedures.
7. Support document and deed management, including locating deeds for properties, and maintain the master list of property assets.
8. Logging and recording temporal goods (e.g. statues, candle sticks and religious items) and documenting when they are loaned.
9. Maintain and monitor documentation compliance (e.g. policies and insurance), ensuring updates get to appropriate committees and records are updated.
10. Carrying out research tasks from initial queries.
11. Support the Data Protection Officer with gathering and checking information resulting from Subject Access.
12. Support with the cyclical audit programme of retention of electronic and physical information.

**Cross-functional Cover**

13. Provide cover to Reception when required which involves taking switchboard calls, greeting visitors and booking meeting rooms.
14. Respond to enquiries to book rooms and events, providing accommodation details and prices as requested.

15. Meeting and greeting conference centre customers on the day of their event, ensuring they are directed to their room, meet their contacts for the day and understand building housekeeping.
16. Supporting the estates helpdesk including receiving and responding to emails and telephone calls and arranging small works with approved contractors, monitoring progress and supporting invoice authorisation process.

### **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

### **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

### **Safeguarding**

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

### **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

### **Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

### **Voluntary Duties:**

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

### **General Clause:**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

**Signed by Employee:** .....

**Date:** .....

Print Name: .....

**Signed by Line Manager:** .....

**Date:** .....

Print Name: .....

<b>Qualifications</b>	<b>Essential</b>
	-Good standard of education – including English and Maths
	<b>Desirable</b>
	-Legal or administration qualification
<b>Experience</b>	<b>Essential</b>
	-Proven administration experience in a busy office environment. - Working with data / legal / financial documents which involve accuracy. - Research and report writing. -Experience dealing simultaneously with a number of different administrative procedures
	<b>Desirable</b>
	-Working in the legal or compliance sector
<b>Skills and Knowledge</b>	<b>Essential</b>
	-IT literate with a sound working knowledge of Office 365, specifically Word, Excel, Outlook, Teams and Sharepoint -Strong interpersonal skills and ability to work collaboratively with people at all levels / from all disciplines -Excellent time management skills with the ability to organise and prioritise your workload which will be cross functional. -Ability to quickly learn new processes and terminology. -Good eye for detail and able to work methodically, often following legal processes -Excellent communication skills including in person and in writing
	<b>Desirable</b>
<b>Personal Attributes</b>	<b>Essential</b>
	-In sympathy with the mission and ethos of the Roman Catholic Church -Discreet and able to maintain high levels of confidentiality -Confident and assertive and able to independently problem solve -Flexible attitude to work tasks
	<b>Desirable</b>