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| **JOB TITLE:** | | Company Secretary Assistant |
| **DEPARTMENT:** | | CEO Office |
| **JOB HOLDER:** | | N/A |
| **REPORTS TO (JOB TITLE):** | | Company Secretary |
| **JOB PURPOSE**  *This is a summary, in a few sentences/bullet points, of the overall contribution this job makes to the Institute of Physics (IOP)*  The Assistant Company Secretary will work with the Company Secretary to ensure that the governance activities of the IOP and its group of companies are carried out in accordance with relevant legislation, regulation and the Institute’s own charter, bylaws, and regulations. The Assistant Company Secretary Manager will administer the governance processes including preparation of agendas, trustee inductions and maintenance of statutory records. | | |
| **ORGANISATIONAL STRUCTURE**  *An organisational chart showing where this job sits within the IOP – please refer to attached* | | |
| **CONTEXT**  *This briefly sets out the necessary background, including the department’s purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation*  **The Institute of Physics**  The Institute of Physics (IOP) is the professional body and learned society for physics in the UK and Ireland, inspiring people to develop their knowledge, understanding and enjoyment of physics.  We work with a range of partners to support and develop the teaching of physics in schools; we encourage innovation, growth and productivity in business including addressing significant skills shortages; and we provide evidence-based advice and support to governments across the UK and in Ireland. Our members come from across the physics community whether in industry, academia, the classroom, technician roles or in training programmes as an apprentice or a student. However our reach goes well beyond our membership to all who have an interest in physics and the contribution it makes to our culture, our society and the economy. We are a world-leading science publisher and we are proud to be a trusted and valued voice for the physics community.  **The IOP Group**  The IOP is a charity. It is governed in accordance with its Royal Charter, Bylaws and Regulations as well as relevant legislative and regulatory requirements. The IOP has nine subsidiary companies which carry out trading on its behalf. Together, the Institute and its subsidiary companies are referred to as ‘the group’. The CEO of IOP is the Group Chief Executive. The three main subsidiary companies are directly owned and controlled by the Institute which is the sole shareholder. The Institute’s subsidiary companies donate any and all profits to the Institute and claim Gift Aid tax relief on these donations. In addition to providing the Institute with the majority of its income, IOPP’s publishing activities support the Institute’s scientific communications goal and its charitable objects.  To ensure clarity and appropriate governance, there are a number of agreements in place that define and describe the provision of inter-group services.  **The job’s context**  The Company Secretary is responsible for ensuring compliance with legislation, regulation and appropriate best practice across the IOP Group of companies. In support of this, the Company Secretary Assistant will need to work closely with the legal and finance shared service centres (located in Bristol) on governance and reporting.  The Company Secretary Assistant reports to the Company Secretary, and is co-located with the CEO Office and the Executive Team (CEO, Deputy CEO, CFO, Director of Physics Programmes and Director of Policy & Public Affairs). | | |
| **TASKS & ACCOUNTABILITIES**  *A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.* | | |
| 1 | Preparation and collation of papers for the governance committees, including:   * Agenda planning * Delivering a high level of accuracy in the preparation of papers * Ensuring papers are distribution in timely fashion * Ensuring that actions arising are correctly captured and are followed through and outcomes reported | |
| 2 | Supporting the Company Secretary with the minutes of main governance committees (Audit Risk committee, Nominations committee, Resources committee and Senior Officers committees) and the Executive Board | |
| 3 | Supporting the Company Secretary to establish and maintain an appropriate and effective governance cycle across the Group | |
| 4 | Supporting the Company Secretary in the maintenance of statutory records, governance documents and policies and submission of annual returns in accordance with requirements of the Charity Commission, Companies House and Office of the Scottish Charity Regulator | |
| 5 | Planning and administering trustee induction and training in accordance with best practice | |
| 6 | Maintaining and updating the governance handbook | |
| 7 | Monitor and provide advice on changes in legislation and regulatory requirements, helping to adapt. This will include horizon scanning for emerging developments in regulation, legislation and charity best practice. | |
| 8 | Maintain a comprehensive register of trustee interests | |
| 9 | Maintain an appropriate archive of governance papers and membership information in accordance with the Royal Charter, Bylaws and Regulations; and other records required by legislation and regulation | |
| 10 | Management of production and approval of the annual report | |
| 11 | Provision of advice to the Executive and others within the organisation on governance requirements; this will include working collaboratively across the IOP Group of Companies | |
| 12 | Standing in for the Company Secretary when required | |
| 13 | Any other duties requested by the Company Secretary | |

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| **SCOPE OF DECISION MAKING / CHALLENGES**  *A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.*   * The Company Secretary Assistant will need to work effectively across the IOP and its Group of companies, this will require excellent communication and influencing skills * The Company Secretary Assistant will require excellent working knowledge of governance requirements and a capacity and willingness for ongoing independent research as well as continuing professional development to keep abreast of emerging requirements * The Company Secretary Assistant will manage the IOP’s archive, this will require a high level of contextual awareness beyond an ability to interpret the bylaws to ensure that the history of the IOP and physics is preserved * It is essential that the Company Secretary Assistant is highly accurate and precise in their work |
| **DIMENSIONS**  *A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*   * *People management – number of direct line reports, function managed, who the post holder reports to* * *Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable* * *Other relevant statistics – projects managed* * Provision of advice to the Executive and others across the IOP Group of companies * Management of reporting to Executive and trustees * Ability to develop trusting relationships with trustees and the Executive |
| **KNOWLEDGE, SKILLS & EXPERIENCE**  *The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance of this role unless otherwise stated*  **Skills**   * Analysis – the ability to undertake detailed analysis, present coherent findings and reasoned recommendations based on an understanding of a range of information * Influencing skills - the ability to bring others to your way of thinking utilising expert knowledge, contextual awareness, persuasion, evidence and diplomacy * Communication skills - ability to express information clearly and effectively in minutes and oral form, able to adjust communication style and information to accordance with audience needs * Dependable and trustworthy – development of effective working relationships at all levels of the IOP Group, able to complete tasks to high standard and to deadline * Very organised - ability to effectively plan own work and that of the team, including prioritisation and the effective delivery of multiple tasks * Interpersonal skills – ability to positively communicate with others; the confidence to listen and demonstrate understanding * Leadership – the capability to promote and generate co-operation so to achieve collective outcomes; fosters the development of a common vision * Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties * Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives * Team player – the ability to work co-operatively with others to achieve common goals, the ability to resolve conflicts * Computer literate - good working knowledge of Microsoft Office   **Qualifications / Membership requirements**  It is expected that the successful candidate will either have an ICSE qualification or be part qualified.  **Experience**  Substantial previous experience as a Company Secretary Assistant or other ability to demonstrate successful and accurate coordination of governance activities or similar administrative experience is essential |
| **COMPETENCIES**  *The behaviours that must be demonstrated in the job*   * Drive for results – Can be counted on to meet or exceed goals successfully * Managing and measuring work – Takes responsibility for tasks and decisions * Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners * Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment * Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly |