

JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Company Secretarial Administrator/Paralegal
Band/Grade:	Band 5
Hours of Work:	Full Time
Accountable to:	Company Secretary and General Counsel
Responsible to:	Company Secretary and General Counsel
Department:	Corporate
Last Update (insert Date):	November 2023
Disclosure and Barring(DB) Check Required:	Yes Level:

2. JOB PURPOSE
<p>This role will support the Company Secretary and General Counsel to provide a high performing company secretariat and legal service to the Hospital by helping to ensure the smooth and efficient functioning of all Board-related activity and compliance with legal obligations.</p> <p>This position reports to the Company Secretary and General Counsel and provides a wide range of corporate administrative support. The post-holder will support the administration of the Trustee Board and its Sub-Committees, including preparation of agendas, board packs and minutes, maintenance of corporate governance frameworks and registers.</p> <p>The post-holder will also provide paralegal support as required to the Company Secretary and General Counsel including carrying out legal research, reviewing and drafting policies and other legal documentation and proof-reading as well as in the production of precedent document ation.</p> <p>This post requires the highest levels of standards, confidentiality and probity.</p>

3. ORGANISATIONAL STRUCTURE
Chief Executive Officer Company Secretary and General Counsel Company Secretarial Administrator/Paralegal

4. ROLE OF DEPARTMENT
<p>The Company Secretary and General Counsel is accountable to the Board and Chief Executive Officer and the Company Secretarial Administrator/Paralegal will provide appropriate support to ensure smooth delivery of the role</p>

5. RESPONSIBILITIES OF THE POST
<p>Key Tasks</p> <ul style="list-style-type: none"> To assist with the administration of the Trustee Board and sub-committee meetings including but not limited to, preparing and sharing the agenda, board packs, minute-taking, and record keeping, under the supervision of the Company Secretary and General Counsel. This includes meetings which are scheduled during normal working hours and in the evening. To provide support and assistance as required to the Executive Assistant to the Chief Executive Officer with Board matters.

- To assist with timely Companies House and Charity Commission filings
- To communicate effectively and establish good working relationships across the organisation
- Preparation of accurate minutes ensuring dissemination and communication to the appropriate individuals for action, following up of actions in advance of meetings
- Provide excellent quality administrative support for the corporate governance and legal compliance of the organisation
- To provide administrative support to the Company Secretary and General Counsel .
- To lead on general administration support including diary management, filing, scanning, mail, action planning and other ad hoc tasks as required
- Supporting the Company Secretary and General Counsel with horizon scanning for relevant legal and governance developments.
- To carry out legal research, due diligence and proof reading as required
- Assisting the Company Secretary and General Counsel with the production, review and updating of key corporate governance policies, frameworks and registers including but not limited to the conflicts of interest policy, annual declarations of interest, membership register and schedule of delegation
- Assisting the Company Secretary and General Counsel with the maintenance of the legal matter log and the processing and recording of invoices from external legal advisors.
- Collation and preparation of precedent documentation
- Assisting the Company Secretary and General Counsel with the creation, maintenance and oversight of a contract management database
- Deal with any email and telephone enquiries in a helpful manner to ensure queries are resolved or redirected efficiently
- To gather, collate and provide the information needed for Board reports and presentations
- To assist in evidence gathering and recording where required
- Attend Board and sub-committee meetings as required and keep accurate records.
- To undertake any other appropriate tasks under the direction of your line manager .

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of St John and St Elizabeth Hospital.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Safeguarding :

At HJE we are committed to safeguarding and work with relevant agencies in protecting all adults and or Children and promoting their welfare, as outlined in the HJE Disclosure and Barring Service (DBS) Policy and Procedure reference No HJE.HR.13.006.

All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 years. This may include compliance with relevant agencies we may work with for example local safeguarding boards for child protection procedures and hospital safeguarding procedures and recognise the importance of listening to children.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with HJE DBS policy in this regard.

In addition we are implementing robust safer recruitment practices during our selection process and pre-employment checks will be undertaken in accordance with the government guidance outlined in <https://www.gov.uk/government/publications/dbs-code-of-practice>, and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). If you would like further information about our safer recruitment then please see our DBS policy in the first instance or contact a member of our recruitment team.

6.5 Smoke Free Policy

The Hospital provides a smoke free environment.

6.6 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.7 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity

6.8 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.9 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

7.0 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will

the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY: Company Secretary and General Counsel

SIGNATURE: E MOSS

PERSON SPECIFICATION

Post title: Company Secretarial Administrator/Paralegal

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> Strong academic background, with a business, finance or law degree post-graduate qualification such as the LPC or chartered secretarial qualification 	√	√	A, I
Experience	<ul style="list-style-type: none"> Expert Microsoft Computer skills – PowerPoint/Word/Excel/Teams Strong minute taking proficiency Action plan or progress plan/ tracker recording proficiency Minimum of 12 months administration experience Experience of working in corporate governance in a healthcare or charity setting or other complex regulated environment Experience of working in a legal team, preferably as a Paralegal Experience of working successfully with Board and Executive stakeholders 	√ √ √ √	√ √ √ √	A, I,
Knowledge		√		A, I,

A Application, I Interview