



## Job Profile and Person Specification

<b>Post:</b>	<b>Governance Assistant</b>
<b>Reporting Relationship:</b>	<b>Audit &amp; Compliance Manager</b>
<b>Grade:</b>	<b>Grade 5 (£29,809.94 to £33,703.84) Subject to 2025/26 pay award</b>
<b>Summary of Role:</b>	<p>The Governance Assistant will provide support to the Audit and Compliance Manager in all matters relating to Audit, Governance and Risk Management, working closely with professional teams across the organisation.</p> <p><b>Key Objectives &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with completing the Annual Governance Questionnaire, using service knowledge to review and assess evidence to provide appropriate responses that demonstrate compliance throughout the year, and have completed by the deadline date.</li> <li>• Use their knowledge of policies, business processes and the governance arrangements in place, to collate and review Audit evidence and make recommendations as to whether they meet the criteria within Audit and follow up reports.</li> <li>• Understanding, and being able to apply in practice, the rules around records management as they affect corporate documents such as insurance policies, accreditations, legal agreements, contracts.</li> <li>• Assisting with maintenance of the Corporate Risk Register via the Pentana system.</li> <li>• Providing support to the Audit &amp; Compliance Manager for all compliance reporting, such as sample checking/ quality assurance, applying their judgement and knowledge of City Property policies and procedures (e.g., Scheme of Delegated Functions) and highlighting areas of possible risk or non- compliance.</li> <li>• Providing support to the Senior Management Team in areas where their knowledge of governance and reporting requirements would assist.</li> <li>• Supporting the Audit &amp; Compliance Manager in all new projects and initiatives, as required</li> <li>▪ Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.</li> </ul>



CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education, Qualifications &amp; Training</b>		SQA Higher (or equivalent) in Administration and IT, Business Management, English.	<input type="checkbox"/> Application Form <input type="checkbox"/> Interview <input type="checkbox"/> Certificates
<b>Skills &amp; Knowledge</b>	<p>Experience of working within a business support/ governance function</p> <p>Must be able to make business decisions based on specialist knowledge of policies, procedures and governance arrangements</p> <p>Must be able to plan and organise work and give structured advice and guidance regarding governance related matters</p> <p>Must be self- motivated with excellent communication skills.</p> <p>Ability to manage competing work priorities and plan and organise for the delivery of outcomes within expected timescales.</p> <p>Ability to deliver first class customer service.</p> <p>Highly proficient in MS Office (Excel, PowerPoint, Word etc.)</p> <p>Efficient, accurate and exceptional attention to detail.</p>	<p>Previous experience within a governance environment</p> <p>Previous experience working in a commercial property environment</p> <p>Experienced in the Propman property management system &amp; EDRMS.</p>	<input type="checkbox"/> Application Form <input type="checkbox"/> References <input type="checkbox"/> Interview



Competencies			
Criteria	Essential	Desirable	Evidence
<b>Personal Effectiveness - Self Development (level 1)</b>  <b>Communicating (level 1)</b>  <b>Decision making (level 1)</b>	<p>Ensuring you keep up to date with any changes in the skills and knowledge you need</p> <p>Ensuring communication is clear, concise and understood by recipients</p> <p>You find out what information you need, and then get it, to make the right decisions in the time you've got.</p>	<p>Ability to communicate effectively and appropriately with all internal and external customers and stakeholders.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Providing excellent customer service - Customer Orientation (level 1)</b>  <b>Collaboration (level 2)</b>	<p>You proactively identify problems and take action to resolve issues</p> <p>You sort out enquiries and problems promptly.</p> <p>You encourage people to share information, so that they achieve the right outcome.</p>	<p>You recognise where you can work together with other people, for mutual benefit.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Managing change - attitude (level 1)</b>	<p>You're able to cope with change and handle situations that seem unclear.</p>	<p>You try to get others to see the good things that change can bring.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Delivering results - Planning (level 1)</b>	<p>You're keen to do things, and to do them well.</p> <p>You set new targets for yourself, once you've reached the old ones</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview