**Job Description**

**Job Title: Board Support Officer**

**Job Overview**

To support BCP Homes formal decision-making processes and meeting procedures, providing support and advice to Board Members and officers to ensure BCP Homes operates within its constitution and statutory requirements around the democratic process.

**Role Purpose**

The role focuses on operational support for Board Members and formal meetings within the Housing area, acting as the sole provider of constitutional and procedural advice at Board meetings without recourse to others, though support and guidance from more senior specialists is available outside of public meetings. The role requires working independently and as part of a team within BCP Homes, planning and prioritising work with due regard to the broader requirements of the team. The goal is to deliver an excellent, professional service with strong customer care to both internal and external customers, and to provide support to Board Members to enable them to perform their wider functions.

**Key Responsibilities:**

* Coordinate the delivery arrangements for formal and informal BCP Homes Advisory Board meetings to ensure proper decision-making in line with required procedures and compliance with democratic governance arrangements and the BCP Homes constitution.
* Prepare agendas, advise on constitutional issues during meetings, produce clear and accurate minutes, and record details of proceedings and all decisions or recommendations made.
* Facilitate access to meetings and encourage participation and accessibility, ensuring that information is produced in accordance with statutory timescales and fed back in the most suitable format.
* Coordinating the Board Appraisal process.
* Organise and coordinate scrutiny visits and partnership meetings, and assist with Board member training events to ensure smooth operations.
* Liaise and communicate with members of the public, Government Departments, and other partner organisations on service-related issues.
* Highlight and escalate relevant issues to more senior colleagues to ensure positive resolution and support decision-making.
* To comply with the Council’s Financial Regulations and Standing Orders.

**The Ideal Candidate Will Have:**

* Experience in committees/meetings administration, including the production of agendas, attendance/clerkship of meetings, and the preparation and publication of minutes.
* Knowledge of BCP Homes governance arrangements.
* Knowledge of legislation and local government decision-making requirements.
* Strong political awareness.
* Experience in providing administrative support.
* Experience in working with confidential documents and information.
* Ability to plan and manage own workload, often with competing and time-sensitive deadlines.
* Ability to communicate appropriately and with reason when providing advice to Board Members, officers of the council, and the public.
* Ability to manage work of a high-profile nature that could result in reputational risk to BCP Homes.

**Job Requirements**

* The job will require a valid DBS certificate.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.