

# THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION – JOB DESCRIPTION

<b>Job Title:</b>
Executive Officer (Governance)
<b>Reports to:</b>
Director of Corporate & Business Services (DBCS)
<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To provide high level administrative, organisational and executive support for the DCBS in the servicing of the CIHT Council and strategic Boards and Panels</li> <li>To maintain records and systems in support of CIHT governance and ensuring compliance with regulatory requirements</li> <li>Maintain confidentiality, use discretion and sound judgement in undertaking all areas of responsibility</li> </ul>
<b>Key Contacts (if applicable)</b>
<ul style="list-style-type: none"> <li>All staff of the Institution; Members of Council and Boards, external regulatory bodies</li> </ul>

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>To arrange meetings, draft agendas, prepare and collate reports, circulate papers, write and distribute minutes and co-ordinate follow up action for the Board of Trustees, Council and key strategic Committees.</li> <li>Co-ordinate appointments to CIHT Boards, Committees, Panels and wider governance bodies as required</li> <li>Take responsibility for updating and maintaining Governance pages on the CIHT website.</li> <li>To liaise professionally with Board members and other stakeholders – responding to their enquiries in timely and professional manner</li> <li>To administer the annual online elections process</li> <li>To submit, file and maintain records on all regulatory returns</li> <li>To support the DBCS in managing ongoing compliance with Data Protection / GDPR</li> <li>To maintain the CIHT contracts register</li> <li>To administer and act as first point of contact related to applications for funding from the CIHT Foundation</li> <li>Other activities within the competence of the job holder as required</li> </ul> <p>This job description is not an exhaustive list of all the duties and responsibilities and is subject to change in accordance with the needs of the Institution.</p>
<b>Dimensions</b>
<i>Budget Responsibilities</i> <b>None</b> <i>Headcount responsibilities</i> <b>None</b>
<b>Personal specifications</b>
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Knowledge and/or experience of governance / the regulatory framework for charitable sector</li> </ul>

## **Skills and competencies**

- Excellent organisational skills and a good eye for detail
- Excellent interpersonal skills
- Excellent written and oral communication skills
- A strong working knowledge of Word, Excel, PowerPoint and Outlook
- Adaptable – prepared to carry out routine tasks as well as more challenging work
- A positive, pro-active and flexible approach.
- The ability to analyse complex information, identify the key points and summarise succinctly.
- The ability to build constructive and productive working relationships at all levels of the organisation and with senior members, Trustees and external stakeholders.
- The ability to work with politically sensitive or confidential information appropriately.
- The ability to work efficiently and effectively, and with minimal supervision, when under pressure.

Oct 2019

### **CIHT Diversity & Inclusion Statement**

*CIHT members, Trustees and staff have a responsibility to create an environment that values equality and diversity.*

*CIHT strives to be an inclusive organisation that*

- *values the contributions that people from diverse backgrounds make to Highways and Transportation.*
- *believes that everyone should be treated with dignity and respect.*
- *works to identify and remove unnecessary barriers to working in the industry*
- *actively encourages people from all backgrounds into membership*
- *takes a lead in championing diversity and inclusion in the transport infrastructure sector*
- *supports the Department for Transport's diversity and inclusion initiatives*
- *showcases the contribution that people from different backgrounds make to the industry*
- *provides individuals from diverse backgrounds with the support that they need to develop as professionals.*
- *benchmarks progress on diversity and inclusion against other organisations and industries*

*The Institution's recruitment procedures are based solely on the necessary and justifiable job requirements and the individual's suitability. Care will be taken throughout the planning and process of recruitment to ensure that criteria are specific to post requirements and do not include elements which may be construed as being unfairly restrictive or disadvantageous to any individual or group of potential applicants.*