

About the role

Job title	Committee Administrator
Location	London Office, Victoria*
Salary	£34,525
Job purpose	<ul style="list-style-type: none">* This role will provide a professional and high quality secretariat support service to the Healthwatch England Committee and sub-committees.* Managing the forward planning of the Committee and sub-Committee agendas, ensuring an appropriate annual calendar of Committee responsibilities is delivered.* Ensuring Committee members are engaged and supported in their conduct of Healthwatch England business and that their expertise is put to best use.* Ensuring agreements between Healthwatch England and its partner organisations are up to date and being fulfilled.
Accountabilities	<ul style="list-style-type: none">* Preparing a forward schedule for the Committee and ensuring agendas are agreed and constructed in line with Healthwatch England's needs and with agreement from the Healthwatch Chair and National Director;* Preparing and quality controlling the flow of information to Committee members and ensuring the timely delivery of papers;* Ensuring the smooth running of Committee events and workshops and managing logistics;* Attending Committee meetings and preparing accurate minutes;* Maintaining and completing Committee action logs, gifts and hospitality registers and other relevant Committee registers;* Developing and maintaining Committee Standing Orders, Terms of Reference and other key governance documents with partner organisations and providing advice as required;* Supporting the National Director in the preparation for Committee members developmental needs, events and training;* Ensuring a programme of activity is developed for each Committee member which maximises their input and expertise;* Liaising closely with the CQC Secretariat to ensure effective and efficient coordination of the flow of business to the

Healthwatch England Committee and the other elements of the CQC corporate governance structure, in particular the CQC Board;

- * Ensuring consistent and high standards of corporate governance are maintained across Healthwatch England and that appropriate escalation is taken on any issues of concern;
- * Acting as the first source of information and advice for Healthwatch England staff in relation to the role and operation of the Healthwatch Committee and its sub-Committee.

About the candidate

Specific skills and experience

Essential

- * You will have previous experience of providing support to committees
- * Excellent written and verbal communication skills.
- * Good attention to detail.
- * Proven minute taking skills to produce high quality minutes capturing precise and succinct key points and actions, omitting what is unnecessary or irrelevant
- * Knowledge of planning schedules for Board and/or Committee plans, including keeping actions and work flow going from meeting to meeting
- * Sound knowledge of corporate governance practices, and their value to the organisation
- * Able to reassess priorities on a continual basis and comfortable working independently in a fluid environment
- * To work on your own initiative and work as part of a team
- * Able to work flexibly in a complex reporting environment and listening to and implementing feedback
- * Demonstrates excellent interpersonal skills; an ability to deal with tact and sensitivity with all levels and with external stakeholders and with members of the public
- * Good knowledge of all standard IS/IT tools including knowledge of how to use MS Office 0365 - Word, Excel and PowerPoint
- * Ability to multi-task and set and manage priorities
- * A personal commitment to the vision and purpose of Healthwatch England.

- * The ability to build positive internal and external relationships with senior people
- * Have the confidence to assist help prioritise delivery of documents from committee members and senior staff
- * Well organised and with a proactive approach

Desirable

- * Ability to understand quickly large amounts of new information and comprehend and critique arguments.
- * Experience of working with a committee within the health, government or charity sectors

- * *Please note in October 2020 CQC and Healthwatch England London office will move from Buckingham Palace Road, Victoria to the International Quarter in Stratford, London.*