

## Role profile

**Job Title:** Senior Manager, Governance, Risk & Compliance

**Department:** Fellowship and Governance

**Reports to:** Head of Governance, Risk and Compliance

**Location:** London

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### Overall Aim

The primary purpose of the Senior Manager, Governance, Risk & Compliance is to lead a central secretariat function for the Academy, providing high quality support and advice to the staff and to be responsible for, the efficient oversight of the Academy's governance processes and engagement with the Fellowship and ensure charity compliance.

The role will sit within the Governance team and will be required to support the achievement of Governance objectives through proactive management, robust accountability, and collaboration with stakeholders in all areas and levels. The role is instrumental in maintaining effective operations and streamlined decision-making processes at the highest levels of the organisation.

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### Key tasks

#### Committee Governance

The post-holder will be personally responsible for leading a central secretariat function for the Academy. Key duties include:

- To manage and coordinate the work of the main governance and other high-level committees of the Academy, providing comprehensive support and ensuring smooth coordination from start to finish.
- To coordinate the Trustee Board and Presidential elections, in liaison with the Associate Director, Governance and Fellowship, ensuring complete confidentiality and clarity of process.
- To provide an effective service for the Trustee Board and relevant committees, including meeting and agenda planning, agenda preparation, collating and issuing reports, collation of papers, attending meetings, preparing draft minutes, action trackers, annotated agendas, maintenance of records of attendance.
- To collaborate with other committee secretaries to provide advice and ensure compliance of relevant processes and procedures, including the declarations of interest database.
- To ensure legal, regulatory and constitutional compliance, especially with the Charity Governance Code, and ensure that all prescribed statutory records are maintained.

## General Governance

The post-holder is responsible for providing high-quality, expert support to the Governance leadership team. Together with the rest of the Governance team, the post-holder is responsible for maintaining effective operations and streamlined decision-making processes throughout the Academy. Key duties include:

- To help ensure that all **Academy policies** are compliant, fit for purpose, and following the correct approval processes.
- To ensure that **accountability** mechanisms for the Business Planning Dashboard, Change Dashboard, and the Directorate Risk Dashboard are kept at a high level of quality, providing support to the relevant owners when required.
- To ensure **risk management** and ethical decision-making protocols are implemented throughout the Academy (e.g., **Internal Audit**)
- To manage **whistleblowing reports, incidents and complaints** in accordance with relevant governance policies and procedures.
- Provide expert, risk-based, **compliance advice** to teams (e.g., GDPR, Procurement, Conflicts of Interest)
- To support the adoption of policy changes through effective **change management** and **project management** techniques.
- To monitor **governance effectiveness** and continuously improve systems, processes, and practices in line with feedback and evolving best practices (e.g., quinquennial Governance Review)
- To lead any **ad hoc projects** as proposed by the Head of Governance, Risk and Compliance with minimal support (e.g., complying with the Procurement Act 2023)

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## Key results

- Smooth functioning of Academy committees and Trustee Board.
- Staff to receive advice on relevant governance policies and procedures.
- Projects successfully delivered and changes embedded with minimal support
- Membership of committees is maintained and kept up to date.
- Ensure charity governance compliance.
- Relevant governance and committee meeting records are up to date.
- Relevant accountability mechanisms are maintained.
- Governance team objectives and activities are managed effectively.
- Good governance is embedded throughout the Academy

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Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

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## PERSON SPECIFICATION

### Senior Manager, Governance, Risk & Compliance

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> <li>• Graduate level or equivalent experience, may have a full or part-qualified professional qualification</li> <li>• Experience in a secretariat or governance team within a regulated environment</li> <li>• Experience in a risk management or similar role</li> <li>• Experience of managing committee work, including liaison with Chairs and secretaries</li> <li>• Proven track record of building and nurturing excellent internal and external relationships with a large and diverse range of people, particularly at a very senior level</li> <li>• Experience with governance KPIs and reporting</li> <li>• Experience with managing projects and implementing change</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a secretariat function in a complex organisation.</li> <li>• Experience with internal audit</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of governance models, legal requirements, and best practices in charity governance.</li> <li>• Contributes ideas to strategy for functional or specialist area · develops, implements, and adjusts processes, to deliver programme/project goals.</li> <li>• Knowledge of Microsoft Office 365 including PowerPoint, Adobe, MS Teams and IT systems such as CRM</li> <li>• Knowledge of effective project management and change management techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Effective governance frameworks and standards.</li> <li>• Relevant Governance Regulations</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent secretarial, administrative, and interpersonal skills</li> <li>• Ability to exercise judgement and make operational decisions within policies and procedures.</li> <li>• Excellent communication and presentation skills, both oral and written.</li> <li>• Ability to maintain standards under pressure and react quickly between tasks with a good understanding of prioritisation.</li> <li>• Minute-taking</li> <li>• Attention to detail and an organised approach to undertaking work.</li> <li>• High levels of flexibility and adaptability</li> <li>• Ability to work autonomously but also take direction.</li> <li>• Ability to build relationships at all levels across the Academy, especially senior stakeholder, and with external contacts at all levels, with proven influencing skills</li> <li>• Project Management</li> <li>• Change Management</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Handling complaints</li> <li>• Business analysis</li> </ul>
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"> <li>• Calm, articulate, professional and hard working</li> <li>• A high level of self-awareness and someone who welcomes constructive feedback</li> <li>• Personal commitment to the Academy's values, vision and objectives</li> <li>• Keen to grow expertise and experience</li> <li>• Highly collaborative and a strong team player – seeks and embraces opportunities to work with other functions within the organisation</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A high degree of confidentiality, trust, and reliability</li> <li>• Commitment to quality, customer service, best practice, and best value in all aspects of the Academy's operations</li> <li>• Evidenced commitment to diversity and inclusion</li> <li>• Occasional out of hours working to support meetings and events.</li> <li>• Understands and can identify client/stakeholder/staff needs and looks for opportunities to improve their experiences</li> </ul>	