

## **VACANCY** **Clerk to the Board**

Located in South Devon, Dart Harbour is a Trust Port set up by an Act of Parliament with a remit to run in an open and accountable way, taking into consideration the needs and wishes of all Stakeholders engaged within the Authority's jurisdiction.

An exciting opportunity has arisen for an experienced and pragmatic Clerk to the Board. This role will provide administrative support as well as expert advice in relation to corporate governance to the Board, harnessing their knowledge to ensure that meetings are efficient and accurately recorded, and that the Board meets its statutory obligations.

We are looking for a methodical and organised individual who demonstrates confidentiality and discretion when required, and who will effectively manage information in accordance with data protection and legal requirements. With a proactive approach, the Clerk to the Board will facilitate and co-ordinate a successful induction process for new board members, as well as identify and co-ordinate training and succession planning for existing members.

The successful candidate will have an excellent track record in working well as a team, as well as individually using their own initiative, and will harness their knowledge of the legal framework in relation to the governance of harbours to their advantage. Due to the nature of the role, strong interpersonal skills, a flexible approach and a welcoming and professional attitude will be crucial to managing stakeholder relations.

### **Key responsibilities include but are not limited to;**

- Responsible for advising the Board and its members on governance legislation, statutory obligations, constitutional, legal and procedural matters, using your knowledge of the roles of the governing board and the Ports Good Governance Guidance to your advantage.
- Act as the first point of contact for members and co-opted members seeking advice regarding the statutory functions and researching or liaising with third parties to ensure the correct advice is obtained and fed back.
- Offer advice on best practice in relation to committee structures, levels of delegation, terms of reference, quorum, annual cycle of business, policy review cycle, self-evaluation, skills audit, member training and governance procedures.
- Remain mindful of conflicts of interest and take appropriate action to ensure this does not impact on the efficacy of the Board where appropriate.
- Responsible for liaising with the Chair and the Harbour Master to draft agendas, circulate the agendas, coordinate the papers and circulate these within a reasonable timeframe and taking accurate minutes of meetings.
- Produce an annual cycle of full board and committee meetings.

- Ensure an accurate record of all member appointments is kept and that the correct selection process is followed, and co-ordinate arrangements for additional and emergency meetings.
- Receive and distribute incoming correspondence on behalf of the Board and ensure accurate and organised filing for all Board documentation.
- Responsible for ensuring that the Board has published information online as legally required, and co-ordinate and review policy requirements in line with statutory and legal obligations.
- In support of the Chair, manage the selection and appointment of new board members, and facilitate and co-ordinate their induction process.
- In collaboration with the Board, identify training requirements and co-ordinate training for existing members, maintaining accurate training records.

### **Skills and Experience Required**

- An NVQ Level 3 in Business Administration or equivalent
- A solid background in corporate governance.
- Excellent listening, verbal, literacy and IT skills.
- Knowledge of the legal framework in relation to the governance of harbours.
- Knowledge of how to effectively navigate the internet to research information.
- Excellent interpersonal and conflict management skills.
- An ability to organise time and work to deadlines.
- An ability to challenge and intervene when appropriate.
- A flexible approach and demonstrates integrity, confidentiality and impartiality.
- An openness to learning and change.
- A creative and innovative approach.
- Persuasion, influence and tact.

### **Special Requirements**

- An ability to work at times convenient to the Board, including evenings.
- An ability to travel to meetings.
- Available to be contacted at mutually convenient times.
- Must be completely independent and free from conflicts of interest. Must not be employed by the Harbour Authority in any other capacity.

### **Package:**

Between £11.20 and £13.20 per hour, dependant on experience

### **Hours**

Between 380 and 450 hours per year

### **Closing Date:**

31<sup>st</sup> August 2020

### **Application Method:**

Email your CV and covering letter to [jobs@careerspot.co.uk](mailto:jobs@careerspot.co.uk)

### **Additional Information:**

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their background, which helps us to provide a diverse and inclusive working environment.