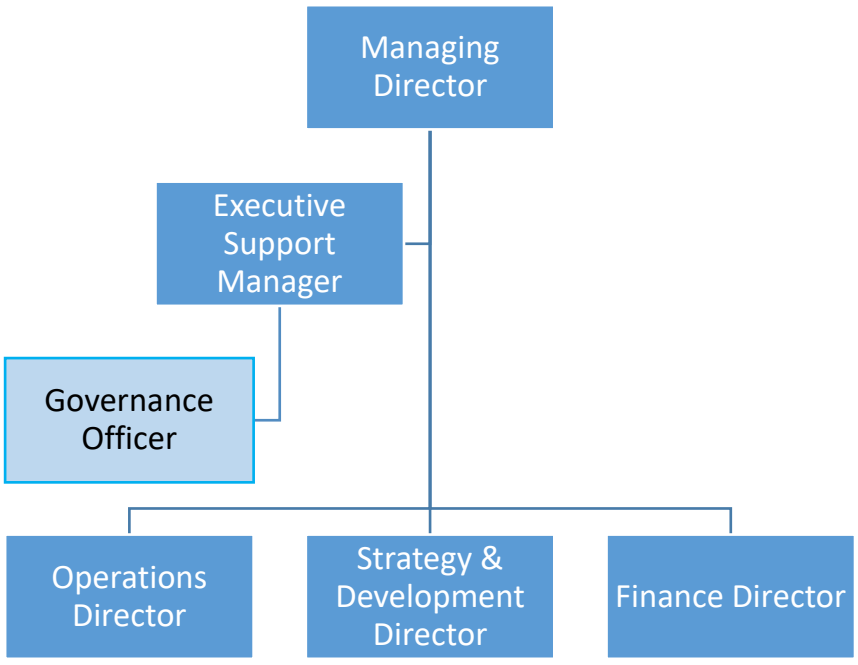
JOB DESCRIPTION

TITLE	Governance Officer
POST NO:	PREF106418
DEPARTMENT:	Luton Rising
DIVISION:	Managing Director
RESPONSIBLE TO:	Executive Support Manager
GRADE:	L7

PURPOSE OF POST:

The post-holder will enable transparent, compliant, and effective governance across Luton Rising by coordinating Board and committee operations, maintaining statutory and reporting processes, and upholding governance integrity through accurate documentation and decision-making support.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

		%
1.	Governance Administration • Coordinate Board and committee administration, including issuing formal notices, preparing agendas, compiling and circulating papers, briefing Chairs, recording decisions, and maintaining forward plans of business. • Administer statutory and regulatory duties, including Companies House filings, statutory returns, and director registers, liaising with regulators, auditors, and advisors as required. • Monitor compliance schedules and deadlines, maintaining calendars, assurance logs, and trackers to support timely completion of statutory, Board, and internal reporting requirements. • Maintain governance frameworks, templates, and records to ensure papers, registers and decisions meet compliance standards and support effective decision-making and audit readiness. Support the review and maintenance of key governance documents ensuring they remain current, accurate and compliant. • Safeguard continuity of governance operations by managing access permissions, distribution lists, and key registers, and by ensuring readiness for audits or governance reviews. • Champion continuous improvement in governance operations and drive enhancements to efficiency, clarity, and assurance across all governance processes.	50
2.	Provide Executive Assistant support and cover for the Managing Director and Non-Executive Directors as required, ensuring the effective management of diaries, correspondence, meetings, governance activities and stakeholder communications to support the efficient operation of the Executive Team.	10
3.	Maintain conflict-of-interest and gifts and hospitality registers, ensuring transparency, timely updates, and adherence to standards. Manage Freedom of Information (FOI) and information requests, coordinating responses, ensuring data protection compliance, and maintaining appropriate confidentiality and consistency across teams.	10
4.	Provide impartial governance and procedural advice to senior managers, promoting high standards of conduct, accountability, and decision-making integrity.	10
5.	Act as the primary coordinator for all Freedom of Information (FOI), Environmental Information Regulation (EIR) and Subject Access Requests (SARs) received by Luton Rising, working across departments to gather, review and assess information for disclosure in accordance with legislative requirements. Provide operational support to the Company's Data Protection Officer, assisting with the management of data protection compliance, information governance processes, investigations, breaches and staff awareness activities.	10

DIMENSIONS:

Supervisory Management:	None
Financial Resources:	N/A
Physical Resources:	N/A
Other:	Occasional need to work outside normal office hours and travel outside the Borough when required.

CONTEXT:

London Luton Airport Limited (trading as Luton Rising), a company wholly owned by Luton Borough Council, is the UK's leading community airport. Through its strategic ownership and development of London Luton Airport, the Luton DART and other assets, it makes a positive contribution to the achievement of the Luton 2040 Vision by acting as a catalyst for job creation and economic growth and supporting public service delivery and voluntary and community activity in Luton and the surrounding communities.

The post-holder will play a decisive part in delivering the company's objectives through enabling transparent, compliant, and effective governance across Luton Rising, by coordinating Board and committee operations, maintaining statutory and reporting processes, and upholding governance integrity through accurate documentation and decision-making support.

Physical Effort:	N/A
Working Environment:	Hybrid (smart agile working environment) in accordance with Luton Borough Council policy.

Person Specification: Governance Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected.
Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Substantial experience in governance administration within a corporate, public sector, or regulated environment. In-depth experience in coordinating Board and committee processes. Demonstrable experience managing statutory filings and compliance schedules.	1,2 1,2 1, 2	Previous experience working in public sector as well as private sector. Previous experience of liaising with regulators, auditors, and external advisors.	1,2 1,2
Skills and Abilities	Strong organisation skills and attention to detail, being able to manage multiple priorities and deadlines. Excellent written and verbal communication skills, including the ability to draft clear agendas, minutes, and governance documents. Confident use of office IT systems and programs especially word processing, spreadsheet program and internet applications Proactive and solution-focused approach to work, with a commitment to continuous improvement. Able to collaborative effectively and build strong working		Able to provide evidence that they can confidently present to a varied audience.	1,2

	relationships with senior stakeholders. Demonstrates discretion and sound judgement when dealing with sensitive information.			
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and able to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Some knowledge of corporate law and regulatory frameworks.	1,2		
Education and Training	Professional qualification (e.g., ICSA/Chartered Governance Institute) or an equivalent qualification or equivalent experience.	1,2	Evidence of continuing professional development in governance or compliance.	
Other Requirements	Able to attend occasional evening and weekend events, meetings, or engagements at or around the Borough.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, particularly those relating to:

(i) Equal Opportunities
(ii) Health and Safety
(iii) Data Protection Act (2018) underpinned by the General Data Protection Regulation (2018)