

Kent County Council: **Active Kent and Medway**  
Job Description: **Governance and Systems Officer**

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Growth and Communities</b>
<b>Location:</b>	<b>Active Kent &amp; Medway, Worrall House, Kings Hill, West Malling, Kent ME19 4AE</b>
<b>Grade:</b>	<b>KSF</b>
<b>Responsible to:</b>	<b>Business Operations Officer</b>

**Purpose of the Job:**

To support the effective governance, compliance, and operational systems of Active Kent & Medway (AKM) by ensuring robust processes, accurate data management, and alignment with regulatory and internal standards. The Governance and Systems Officer will play a key role in maintaining transparency, accountability, and efficiency across the partnership and our functions. They will also be integral to the relationship between the Board of AKM and our team.

**Main duties and responsibilities:**

1. Support the development and implementation of governance frameworks, policies, and procedures to ensure compliance with statutory, regulatory, and internal governance requirements including the Code for Sports Governance.
2. Engage the AKM Board with work of our AKM team, through arranging meetings, preparing and distributing reports and minutes.
3. Maintain accurate records of governance activities, decisions, and risk registers.
4. Develop, maintain and monitor relevant office systems, including database (CRM) and electronic filing systems, relevant to work being undertaken to ensure processes are in line with KCC's Record Retention Policy, data protection and freedom of information protocols.
5. Process, maintain and monitor financial records relating to expenditure and income, including the preparation of invoices for payment, processing charges and monitoring expenditure against budgets, as well as identifying and investigating anomalies in order to ensure that financial information and procedures relating to the team are accurate, up to date and in accordance with KCC finance regulations and procedures.
6. Arrange and coordinate appointments and meetings within the team, including where relevant, large gatherings such as seminars involving external agencies and speakers, dispatching the relevant documents and taking minutes where required, to ensure that the whole process runs smoothly and that any action points are followed up at the end of the meeting.

7. Manage and field external enquiries to team members as appropriate and provide procurement and administrative support to projects and programmes as required.
8. Contribute to the team's overall work on the fundamentals of insight, monitoring and evaluation, workforce development, equalities, safeguarding and funding opportunities in line with the requirements of the AKM Operating Plan.

Footnote: This job description is provided to assist the job holder to know what his/her/their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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 Person Specification: **Governance and Systems Officer**

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	<b>CRITERIA</b>
<b>Qualifications</b>	A Level/ BTec Level 3 (or equivalent) in relevant subjects such as business studies or information technology.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Office administration</li> <li>• Experience of working in a small team and being able to work alongside and support other people</li> <li>• Experience of dealing with budget administration</li> <li>• Experience of providing administration support across a team of people</li> <li>• Experience of providing support to Boards and Leadership Teams.</li> <li>• Experience of resolving issues to the satisfaction of different people</li> <li>• Experience of using databases and spreadsheets, including being able to run reports and manipulate data for reporting purposes.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with attention to detail.</li> <li>• Good written and verbal communication skills</li> <li>• Excellent working knowledge of Microsoft systems</li> <li>• Understanding of governance and compliance principles and processes</li> <li>• Ability to prioritise workload to meet multiple deadlines.</li> <li>• Ability to work independently</li> <li>• Willingness to learn and explore processes and systems with the potential to bring innovation and efficiencies to AKM and our work.</li> </ul>
<b>Knowledge</b>	Working knowledge of governance frameworks and principles and their application.

<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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