



Recruitment to the position of

Governance Coordinator

Application deadlines

Closing date:	29 March 2023 – 23:00 hours
Interview dates:	5 / 6 April 2023 in-person at the GCC office

Salary and benefits:

Salary:	£30,450 per annum
Pension:	10% employer contribution
Life cover assurance:	3 x annual salary
Annual leave allowance:	29 days
Other:	Season ticket loan, bicycle loan, professional fees, eye test costs

March 2023



Letter from the Chief Executive and Registrar of the GCC

Dear Applicant

Thank you for your interest in the General Chiropractic Council (GCC) and this position. I hope you find this information pack helpful in preparation for your application.

The GCC is an independent statutory body established by the Westminster Parliament to regulate chiropractic in the UK and ensure the safety of patients undergoing chiropractic treatment. It is an exciting time to be joining the GCC as we commence with our new and ambitious strategy alongside the significant changes happening within the UK's health and care regulatory landscape.

The GCC is a great place to work, and we do so together as a team of 16 employees. We are optimistic, hardworking and support, value, care and trust each other. We innovate and embrace equality, diversity and inclusion in all we do. To succeed, you will need to be a great colleague, supportive, resourceful and flexible.

It matters to us that we make a real difference in protecting the public and developing the profession.

This is an interesting and important role, working closely with Directors, with me and the Chair of Council. Please read on for more information.

I wish you well with your application.

A handwritten signature in black ink, appearing to read 'Nick Jones', with a small flourish at the end.

Nick Jones
Chief Executive & Registrar

About the General Chiropractic Council (GCC)

The GCC is an independent statutory body established by Parliament to regulate chiropractors in the United Kingdom, Isle of Man and Gibraltar. We are the smallest of the ten healthcare regulators, overseeing about 3,700 registrants, employing 16 people and with a budget of £3.09 million. Our governing body, The Council, comprises up to 14 members, some lay and some chiropractors. See our [Annual Reports](#) and the record of our [recent meetings](#) for more information.

The purpose of the GCC, as set out in The Chiropractors Act 1994, is to:

- Protect, promote and maintain the health, safety and well-being of the public.
- Promote and maintain public confidence in the profession of chiropractic.
- Promote and maintain proper professional standards and conduct for members of the chiropractic profession.

To fulfil our regulatory functions, the GCC has powers to:

- Set the standards which approved educational institutions must meet and assure the quality of chiropractic education.
- Publish the Code and standards that chiropractors must meet.
- Register chiropractors who meet the required standards.
- Audit and assure chiropractors' continuing professional development
- Investigate and act against chiropractors who fail to meet our standards
- Protect the title 'chiropractor' by investigating and acting on potential breaches from unregistered practitioners.

In addition, the GCC also has a legal duty to develop the chiropractic profession. We work with four chiropractic professional associations and the Royal College of Chiropractors to fulfil this duty.

The last few years have been a formative period for the GCC. We are now embarking on delivering a new [corporate strategy](#). We are agile and seek to punch above our weight within a complex and changing healthcare and regulatory landscape. The Government has conducted a consultation on the future of professional healthcare regulation, aiming to set out a path for change.

The GCC office is in Kennington, located within a modern, light building shared with the Health and Care Professions Council: Park House, 186 Kennington Park Road, London, SE11 4BT.

It is located close to Kennington Station on the Northern Line and served by many bus routes.

The Council

The Council is the GCC's governing body. It is responsible for ensuring that the GCC carries out its core functions and setting the regulator's longer-term strategy to fulfil its statutory duty.

The Council meets quarterly in public to ensure the effective and efficient functions of the GCC are being fulfilled, that best use is made of the resources available to the GCC and that its finances remain sound.

To this end, the Council sets the GCC's strategic direction. It works with the Chief Executive and Registrar (CER) and senior team who are accountable for the effective and timely delivery of the GCC's strategy, business plan and budget.

Our Chair, Mary Chapman, was appointed in August 2017. Mary is a Chartered Director who, since 2008, has served as a non-executive board member for public organisations including the Royal Mint Ltd, the National Lottery Commission, the Insolvency Service, the Gambling Commission and Brunel University London. She chaired the Institute of Customer Service from 2009 to 2015 and was a Girls' Day School Trust trustee for ten years. She has completed ten years as a member of the Archbishops' Council of the Church of England and Chair of its Audit Committee.

Nick Jones was appointed Chief Executive and Registrar in February 2019.

Before joining the GCC, he was a Director at the Human Fertilisation and Embryology Authority, the government regulator responsible for ensuring fertility clinics and research centres comply with the law.

Nick started his working career in social housing. He was drawn to a career in regulation, working first for the housing regulator and then within system healthcare regulation, ending up at the Care Quality Commission in 2010. He believes that effective regulation incentivises improvement and high-quality care for patients and is its fundamental purpose.

The role

The post of Governance Coordinator is a key member of the Corporate Services Directorate responsible for ensuring that the Council and Committees are supported to carry out their role. This involves

- Working with the Chair and Chief Executive on setting meeting agendas; supporting members with their travel and other requirements; and Commissioning and coordinating papers and other information for Council and Committee meetings; ensuring that meetings run smoothly;
- Taking clear and concise meeting minutes and actions arising and ensure these are actioned accordingly
- Provide Executive Assistant support to the Chief Executive and Registrar and Chair of Council

The job description and person specification can be found in Annex A.

GCC working arrangements

The GCC currently operates a flexible hybrid working arrangement. Our staff work from home and are expected to work from the office 1-2 days per week. This will vary depending on a range of factors, in discussion with the team Director.

Salary & Benefits

The salary level for this post is **£30,450** per year. The GCC does not operate a performance-related pay system.

Learning and Development: The GCC invests in its employee learning and development, and you will benefit from organisational and tailored development programmes.

Pension: The pension scheme offered by the GCC is TPT Retirement Solutions, one of the leading workplace pension funds, with over 2,600 organisations and 350,000 members. It is a non-contributory scheme. The GCC will pay a sum equivalent to 10% of your gross salary into the plan, or a pension nominated by you.

Life Cover (Assurance): Available to Members of the GCC pension scheme at 3 x annual salary

Leave: The GCC annual leave allowance is 29 days, with three days of that allowance to be taken between Christmas and New Year as the office is closed.

Other: Season ticket loan, bicycle loan, professional fees, eye test costs

Our values

GCC employees and Council have worked together to create the following values:

- **Togetherness:** work as a team in the GCC and others, appreciate diversity, listen effectively and support each other.
- **Achievement:** work toward a common goal, encourage and support each other, foster improvement, innovation and celebrate success.
- **Accountability:** to take responsibility, use resources wisely and set clear, attainable targets.
- **Integrity:** communicate openly and honestly, build mutual respect and trust, having an open mind to reflect and learn lessons.

Together, employees agreed to the following statement:

"The GCC is a great place to work, and we do so together. It matters to us that we make a real difference in protecting the public and developing the profession. We are optimistic and work hard – we support, value, care and trust each other. We innovate and embrace diversity and our growth."

The GCC aims to be as diverse as the public it protects. We welcome all applications regardless of sex, age, disability, race, faith, sexual orientation, marriage or civil partnership status, pregnancy and maternity status or gender reassignment.

Reasonable adjustments will be made at the interview and in post for any individual who requires them.

The selection process

Following shortlisting there will be a minute-taking assessment and a competency-based interview. The interview panel will ask about your experience and expertise. This competency-based interview will establish how you have used specific skills in your previous experience and how you approach problems, tasks and challenges. It will be looking for you to provide examples of how you meet the requirements set out in the person specification.

To discuss the role, and/or the process, contact Joe Omorodion, **Director of Corporate Services**, j.omorodion@gcc-uk.org 020 7841 0384.

Completing your application

The deadline for completed applications is **29 March 2023 at 23.00hrs**. We plan to hold interviews in person, but if not possible, it will be held remotely via MS Teams, on **5 / 6 April 2023**.

To apply, please submit the following information, referring to “**Governance Coordinator**” in the subject heading, to recruitment@gcc-uk.org:

- a **covering letter** (a maximum of two sides A4 and a minimum font size 12pt) indicating how your skills and experience match the essential and desirable requirements of the person specification.
- a **Curriculum Vitae** (a maximum of three sides A4 and minimum font size 12pt) with education and professional qualifications and full employment history. It must include the contact details of one personal and one professional referee.
- GCC equality and diversity monitoring form (**Annex B**).

Annex A

Job Description

Post:	Governance Coordinator
Line manages:	N/A
Reports to:	Director of Corporate Services
Salary	£30,450
Hours	35 hours/week (permanent, full time)

Job Purpose

The Governance Coordinator is a key member of the Corporate Services Directorate and is responsible for ensuring the effective administration of the Council and its Committees. The post holder will support both the Chair and Chief Executive and Registrar to ensure the effective conduct of the Council and its governance processes.

Main Duties

- Responsible for the planning, organisation and quality assurance of the processes underpinning Council and Committee meetings
- Produce high quality minutes of Council and Committee meetings, matters arising and action logs that can be acted upon.
- Provide executive assistant support to the Chair and CER, communicating well and taking responsibility for delegated actions
- Establish an annual plan for meetings: confirming Members' availability, the booking of meeting rooms and other aspects contributing to the smooth running of meetings
- Act as the first point of contact for members managing calls and correspondence ensuring that the appropriate action is taken and followed through
- With Chairs, organise Members' appraisal meetings ensuring self-assessments are completed and documentation stored appropriately
- Support the recruitment to Council and Committee positions preparing recruitment packs; organising marketing; liaising with applicants and maintaining good records.
- Maintain and prepare reports in respect of Declaration of Interests, receipt of gifts and hospitality
- Carry out office management tasks on a routine basis – this includes routine financial administration, stationery ordering, office supplies and liaising with building managers to ensure smooth arrangements are in place relating to matters including facilities, health and safety and meeting room arrangements

- Update the GCC website on matters applicable to the role – for example the publishing of notice of meetings, minutes and member biographies and so on
- Provide administrative support to the Directors in recruitment including circulating invitations for interview, scheduling interviews, and maintaining record-keeping
- Maintain the learning management system database by updating user database and allocation of mandatory training

Other employment responsibilities

- The post holder is expected to live the GCC's values and behaviours, to speak up if there are concerns, to have due regard to information confidentiality, equality, diversity, and inclusion, to treat people with respect and dignity at all times and to ensure the health and safety of self and staff.
- There is a requirement to work flexibly and respond responsibly to changing business needs and to undertake such other duties appropriate to the level of the post that may reasonably be required.

Notes

- This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

Person Specification

Post:	Governance Coordinator
Essential Criteria	
Abilities and skills	
A	Well-developed written, verbal and interpersonal skills including handling complex and sensitive information with skill and diplomacy
B	Ability to work with multiple teams, building trust and confidence to develop effective working relationships especially with governing bodies and within a prescribed legal framework
C	Capacity to be calm under pressure, multi-task, manage competing demands, work flexibly and to work under pressure to meet deadlines.
D	Proven ability to influence the priorities of others
E	Ability to work on own initiative and without close supervision and take personal responsibility
F	Ability to take decisions/seek assistance based on a thorough understanding of the context
G	Ability to research, analyse, summarise information
H	Ability to influence and inspire others outside of line management relationship, including those in authority/externally
I	Ability to demonstrate a clear understanding of the GCC's work and in particular the importance of governance and compliance in the GCC's future success
Education, knowledge and experience	
J	Educated to degree level or equivalent experience
K	Experience of delivering administrative support with a high level of delegated responsibility
L	Experience of corporate governance functions including working with a board or council
M	Experience in using Microsoft Office
Personal Characteristics	
N	A commitment to and understanding of the importance of equality and diversity within the environment that the GCC operates
O	Commitment to high standards of service delivery and customer care.

P	Capacity to be calm under pressure, multi-task, manage competing demands, work flexibly and to work under pressure to meet deadlines.
Q	Able to apply organisational values to all aspects of work.
R	Ability and willingness to understand and take account of different points of view and respond appropriately.

March 2023