



THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE: Board Secretary

SALARY SCALE: Z10 - 6

DEPARTMENT: Administration

REPORTS TO: Board Chairman

FUNCTIONAL REPORTING: Chief Executive Officer (for operational coordination and governance alignment)

DIRECT REPORTS: Nil

JOB SUMMARY

The Board Secretary will be responsible for ensuring the effective governance, administration, and operational coordination of the Queen Elizabeth Hospital (QEH) Board and its Committees.

The postholder serves as the custodian of Board processes and records, ensuring that meetings are well-structured, documentation is of a high standard, and decisions are accurately recorded, communicated, and tracked through to completion.

The role plays a critical part in strengthening Board effectiveness, transparency, and accountability, ensuring compliance with statutory obligations, internal policies, and good governance practices, while supporting effective working relationships between the Board and Executive Management.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

Board Governance and Administration

1. Coordinates the overall administration of the Board and its Committees, ensuring smooth and effective operation;

2. Maintains an annual Board and Committee forward planner, ensuring alignment of agendas with strategic and operational priorities;
3. Schedules meetings in accordance with statutory and organizational requirements;

Agenda and Board Paper Management

4. Prepares and circulates structured, prioritized and high-quality Board and Committee agendas in line with agreed timelines;
5. Coordinates the preparation and submission of Board papers, ensuring:
 - Completeness and consistency
 - Adherence to approved templates and standards
 - Clear recommendations and decision points
6. Reviews submissions and works with authors to improve clarity, quality and compliance prior to circulation;
7. Ensures Board packs are issued within agreed timeframes (normally no less than five (5) working days prior to meetings);

Minutes and Record Keeping

8. Attends all Board and Committee meetings and prepares accurate, clear and professional minutes that:
 - Reflect key discussions without verbatim transcription
 - Clearly document decisions, approvals and actions
 - Maintain neutrality and professionalism at all times
9. Circulates draft minutes within agreed timelines (normally within three (3) to five (5) working days);
10. Maintains a secure, complete and auditable record of all Board and Committee documentation, including resolutions and supporting papers;

Decision Tracking and Follow-Up

11. Maintains a comprehensive Board Action Log, recording all actions arising from meetings;
12. Proactively follows up with responsible officers to ensure timely completion of actions;
13. Provides regular updates to the Chairman and Chief Executive Officer on outstanding actions and delays;

Governance Compliance and Advisory Support

14. Ensures that Board processes comply with:
 - The QEH Act and applicable legislation

- Internal policies and procedures
 - Recognised standards of good governance
15. Advises the Chairman and Chief Executive Officer on Board procedures, governance requirements and administrative best practice;
 16. Supports the implementation of governance improvements and reforms as required;

Escalation and Risk Management

17. Identifies and escalates risks relating to:
 - Delayed or poor-quality Board papers
 - Non-completion of agreed actions
 - Governance or compliance concerns
18. Ensures timely escalation of issues to the Chairman and Chief Executive Officer where appropriate;

Stakeholder Coordination

19. Facilitates effective communication between Board members and Executive Management;
20. Supports Board members with access to relevant information and documentation;
21. Coordinates logistics for meetings, including venues, technology, and documentation

Administrative Support

22. Manages correspondence addressed to the Board and/or Chairman, ensuring appropriate prioritisation and response;
23. Maintains Board records, files and archives in accordance with records management and data protection requirements;
24. Coordinates travel, events and related administrative requirements as needed;

General Responsibilities

25. Upholds the highest standards of professionalism, confidentiality and integrity;
26. Observes health and safety protocols in the execution of duties;
27. Performs any other related duties as assigned in support of Board effectiveness and governance.

KNOWLEDGE, SKILLS & ABILITIES

1. Strong knowledge of corporate governance principles and Board processes;
2. Knowledge of relevant legislation, including the QEH Act and Data Protection requirements;
3. Excellent written communication skills, particularly in minute-taking and report preparation;
4. Ability to produce clear, concise and accurate documentation under tight deadlines;
5. Strong organisational and time management skills;
6. High attention to detail and accuracy;
7. Ability to manage multiple priorities in a fast-paced environment;
8. Sound judgement, discretion and ability to handle sensitive matters with tact and diplomacy;
9. Strong interpersonal skills and ability to work effectively with senior stakeholders;
10. Proficiency in Microsoft Office applications;
11. Proficiency in digital, AI and communication tools to support efficient and effective Board business.

PERFORMANCE STANDARDS

The postholder will be expected to meet the following standards:

- Agendas issued at least five (5) working days prior to meetings.
- Draft minutes issued within three (3) to five (5) working days.
- Board papers quality-checked and compliant prior to circulation.
- 100% maintenance of an up-to-date Board Action Log.
- Timely escalation of governance risks and delays.
- Accurate and complete record-keeping of all Board decisions.

REQUIRED TRAITS

- Accountability
- Collaboration
- Flexibility and Adaptability
- Initiative
- Dedication
- Dependability
- Integrity
- Meticulous
- Co-operation

EDUCATION AND EXPERIENCE

- (i) A degree in Management or related discipline and not less than three (3) years' relevant experience; or
- (ii) Membership of the Institute of Corporate Secretaries and Administrators and not less than five (5) years' relevant experience.

and

- i. Demonstrates experience supporting Boards or senior executive teams.
- ii. Proven experience in high-level minute-taking and governance support.

A sound knowledge of the relevant rules, regulations and legislation is required.