

GOVERNANCE AND OPERATIONS OFFICER

Overview

Job Title: Governance and Operations Officer

Reports to: Chief Executive Officer (Forth Green Freeport)

Term: Permanent but open to considering secondments.

Salary: £45,000

Role:

A key role supporting across the range of Forth Green Freeport activities, from our programmes delivering for businesses and communities to our internal processes focused on governance and reporting.

This is an influential role whose holder will be expected to engage confidently with senior stakeholders, be highly organised and adept at planning ahead.

The Forth Green Freeport Operating Company is an inclusive environment, and you and your development will be supported. This is the perfect role for building experience and expertise in economic development, partnership working and programme management.

Forth Green Freeport:

Forth Green Freeport (FGF) was announced as a successful Green Freeport bid by the Scottish and UK Governments in August 2023. We are now one of Scotland's two Green Freeports, centred around the industrial heartland of the Forth Estuary.

The heart of FGF's activities is maximising the potential of our transition to net zero across the Green Freeport sites of Grangemouth, Rosyth, Leith and Burntisland.

Each site represents a significant opportunity for the Scottish economy, by attracting significant inward investment, building international trade and export capability, and creating high quality and well-paid jobs. New technology backed skills development will address areas of acute deprivation within our communities.

Our partners include Babcock, CalaChem, Edinburgh Airport, Falkirk Council, Fife Council, Forth Ports, INEOS, Royal Navy, Scarborough Muir Group and The City of Edinburgh Council.

Responsibilities and Accountabilities

FGF is an initiative supported by the Scottish and UK Government's. Our success depends on effective collaboration and partnering with key stakeholders associated with our tax and custom sites. There are therefore strong governance and operational requirements for our Green Freeport to deliver.

As Governance and Operations Officer, you will play a central role in ensuring our regular Board and Sub-Committee meetings have purpose, deliver accountability and are sighted on each other's work. You will be an integrator, providing an authoritative view of FGF's activities across our work, and advising our stakeholders and partners on how they should prioritise their contribution to the FGF.

1) General

- Work collaboratively and flexibly with colleagues to ensure Forth Green Freeport delivers effectively in response to opportunities and challenges
- Be passionate for the Forth Green Freeport mission and purpose, recognising the value of our activities across skills, innovation, trade and investment to deliver change for our local communities.
- Be creative and confident when working with our stakeholders, identifying opportunities for collaboration and potential solutions.

2) Governance

- Develop and maintain a forward view of FGF governance meetings.
- Working closely with FGF PMO (hosted by Falkirk Council) to ensure governance meetings are effectively managed.
- Working with our Sub-Committee Chairs and Chief Executive to design agendas and decisions required.
- Support the facilitation of agenda items, by being the go-to person on activities across the breadth of FGF's work.
- Record meeting minutes and agreed actions, maintaining and reporting on actions log to maintain momentum and accountability.

3) Operations

- Manage an operational forward view capturing key activities, future requirements and delivery against FGF milestones.
- Work with the PMO hosted by Falkirk Council to track and report on FGF wide dependencies and risks.
- Support FGF Directors with strategic planning, providing ad hoc support and facilitation as required.
- Provide oversight across the breadth of FGF operations to support alignment of activities and horizontal integration.

- Be the go-to person for our partners when they need information on FGF activities and processes.
- Support the CEO in responding to any Freedom of Information enquiries or similar information requests
- Support the FGF PMO's implementation of robust data security measures to protect sensitive information from unauthorised access, disclosure, or misuse.
- Work closely with IT in Falkirk Council to establish procedures, deploy access controls, and other security technologies to safeguard data assets.

Person Specification

Education

- Degree level qualification.
- Relevant professional certifications preferred but not essential.

Experience and Skills

- Experience in governance, compliance, project management within a regulated environment.
- Experience in public sector governance, corporate governance or regulatory compliance.
- Strong operational management skills, with experience in programme delivery, contract management and report, or business processes.
- Excellent stakeholder engagement skills, with the ability to navigate complex public-private sector partnerships.
- Strong strategic and analytical skills, with experience digesting information and reporting recommendations to senior stakeholders and governance forums.
- Proficiency in Microsoft Office Suite,
- A drivers' license and access to own transport is preferred.