



# WICS ROLES AND RESPONSIBILITIES

Board and Committee Secretary

April 2026

# Overview

## VALUES, BEHAVIOURS AND EQUALITIES

We want our colleagues to live our values. These values describe what we stand for and how we do things at WICS, whilst inspiring, challenging and guiding us towards the delivery of our organisational ambition and goals.

**Our values are: As an organisation that operates in the public sector we subscribe to the seven principles of public life which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

These values will also help us to achieve our equalities vision of being a proud, fair and cohesive organisation, a great place to work.

## WICS ORGANISATIONAL STRUCTURE

This structure is designed to ensure effective governance, clear accountability, alignment with our strategic goals, and the delivery of value for money throughout. It reflects our commitment to maintaining a robust regulatory framework and fostering collaboration across all departments.



## FINANCE AND CORPORATE SERVICES DIRECTORATE

The **Finance and Corporate Services Directorate** at WICS is essential for supporting the organisation's operational efficiency and effectiveness. It manages key functions such as finance, human resources, IT, procurement, and facilities, ensuring WICS meets its regulatory objectives. The directorate focuses on optimising resources, maintaining robust governance and compliance standards, and fostering continuous improvement across the organisation. By delivering high-quality support services, the directorate enables WICS to achieve its strategic goals and maintain a high level of service delivery in regulating the water sector in Scotland.

# Role Profile

|                    |                                                    |
|--------------------|----------------------------------------------------|
| <b>Job Title</b>   | <b>Board and Committee Secretary</b>               |
| <b>Pay Grade</b>   | <b>Band 5</b>                                      |
| <b>Directorate</b> | <b>Finance and Corporate Services</b>              |
| <b>Reports to</b>  | <b>Head of Corporate Office and Communications</b> |
| <b>Location</b>    | <b>Stirling/Hybrid</b>                             |

## MAIN DUTIES AND ACCOUNTABILITIES

This role is central to the effective operation of WICS' internal governance structure, ensuring that the Board, leadership team, and Committees function efficiently and in line with public sector governance best practice. It serves as the primary administrative and governance link between the Board, Committees, leadership team, and staff, maintaining oversight to ensure governance remains compliant and aligned with WICS' strategic objectives. This role is responsible for supporting WICS' three committees (Audit and Risk, People and Regulatory Committees) and Board.

### Key responsibilities include:

#### Governance and compliance

- Develop, maintain, and update WICS' governance framework, including terms of reference, rules of procedure, and committee documentation.
- Support the Board and Committees to act in compliance with legal obligations, statutory requirements, and WICS policies, including GDPR and Information Management standards.
- Advise and brief the Board and Committees on governance best practices, procedural matters, and regulatory changes.
- Lead and support Board and Committee self-effectiveness reviews.
- Track and follow up on action points from meetings to ensure timely completion and accountability.
- Maintain transparency in reporting and keep the Board and Committees informed about changes in governance, regulatory requirements, and corporate best practices.
- Provide advice and guidance to Board and Committee members on the application of the Members' Code of Conduct and the ethical standards framework.

#### Meeting management

- Prepare and distribute agendas, papers, and supporting materials in coordination with the Chair, ensuring quorum and coverage of key topics.
- Maintain accurate records of decisions and actions from meetings.
- Develop and maintain forward plans for the Board and Committees, aligning business with organisational priorities.
- Manage meeting logistics, including scheduling and coordination of attendees.
- Collect, revise, and distribute materials arising from meetings.

### Coordination and communication

- Act as the central point of contact for Board and Committee correspondence, maintaining confidentiality.
- Facilitate effective communication between the Board, Committees, Leadership Team, and staff to support informed decision-making.
- Support induction and onboarding of new Board and Committee members, ensuring understanding of governance processes and responsibilities.
- Collect, manage, and report governance-related information to support audits, compliance, and transparency.
- Ensure the Board and Committees receive relevant information, including financial reports, legal updates, and risk assessments, ahead of meetings and key decisions.

### Adhoc Duties

- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- Input into corporate improvement and reporting.
- Provides flexible administrative cover during periods of leave or absence, including (but not limited to) secretariat support to the leadership team, organisation-wide administrative assistance, and support for facilities management and health and safety functions.

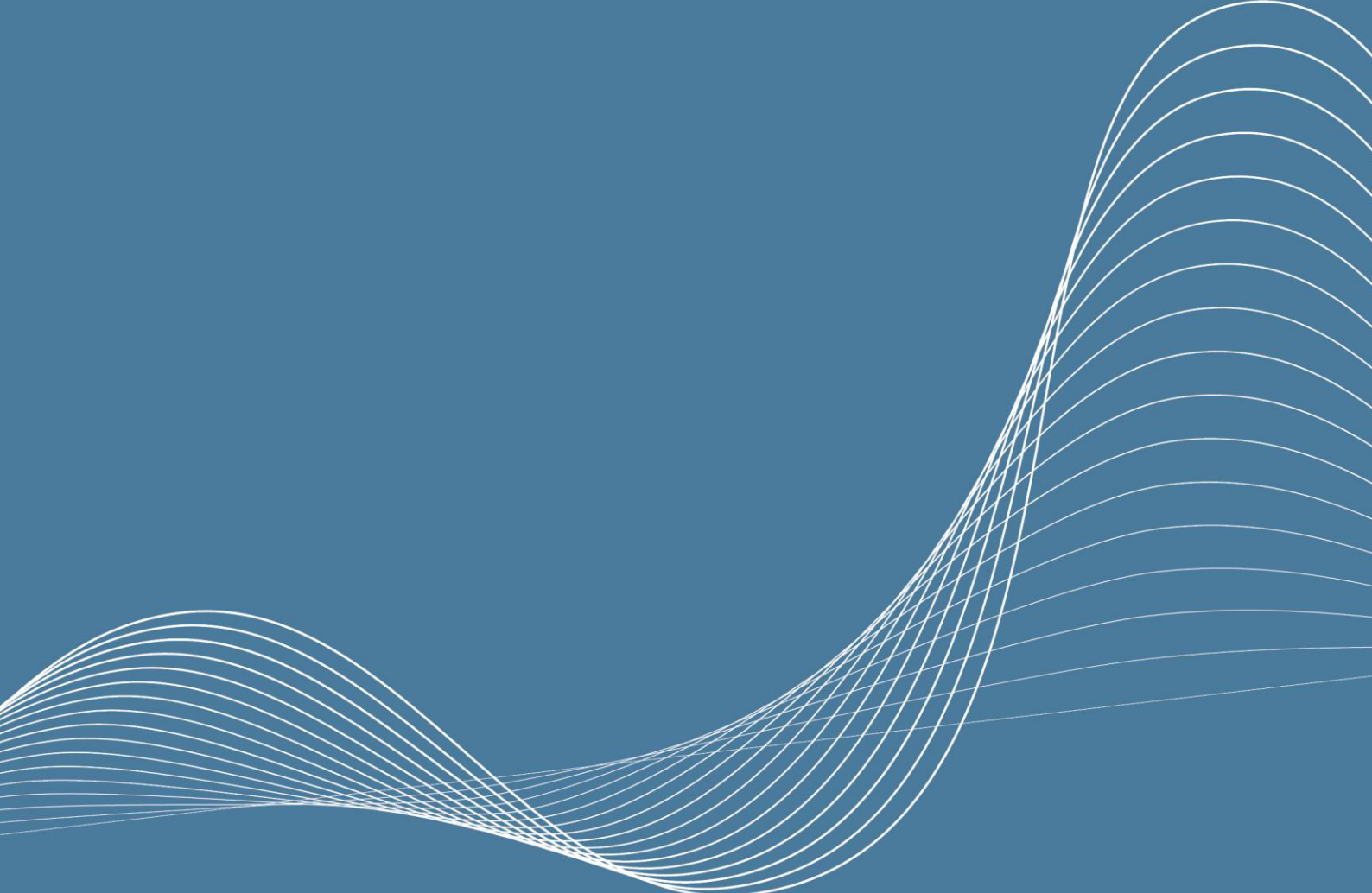
## Pay banding responsibilities

As a Board and Committee Secretary, the postholder is expected to:

- Understand own role and its contribution.
- Is flexible and open-minded.
- Understands and follows instructions.
- Is approachable and co-operative.
- Is mindful of costs.
- Is personally organised, reliable and efficient, maintaining quality.
- Can apply knowledge to routine tasks.
- Show openness to feedback and commitment to professional development.
- Contribute to WICS' culture of learning, continuous improvement, and public service.

| Selection Criteria – Knowledge, Skills and Experience                                                                                                                                                                       |           |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Role Requirements                                                                                                                                                                                                           | Essential | Desirable |
| <b>Knowledge</b>                                                                                                                                                                                                            |           |           |
| Building rapport and professional credibility with a range of senior leaders and external stakeholders.                                                                                                                     | ✓         |           |
| <b>Skills</b>                                                                                                                                                                                                               |           |           |
| Exceptional planning and organisational skills to oversee various corporate activities and compliance deadlines.                                                                                                            | ✓         |           |
| Ability to multi-task by juggling various responsibilities simultaneously prioritising tasks, efficiently allocating time and quickly shifting focus between different activities without compromising the quality of work. | ✓         |           |
| Proficiency in using standard office software MS word/excel and document management systems.                                                                                                                                | ✓         |           |
| Excellent written and verbal communication abilities.                                                                                                                                                                       | ✓         |           |
| Consultation skills to advise board and committee members on governance, compliance and policy matters.                                                                                                                     | ✓         |           |
| Strong interpersonal skills and the ability to work collaboratively with a diverse group of stakeholders.                                                                                                                   | ✓         |           |
| Ability to handle sensitive and confidential information with discretion.                                                                                                                                                   | ✓         |           |
| Attention to detail and accuracy in documentation.                                                                                                                                                                          | ✓         |           |
| <b>Experience</b>                                                                                                                                                                                                           |           |           |
| Previous experience of in a secretarial or administrative role, or legal related field within a corporate, public or not for profit board.                                                                                  | ✓         |           |
|                                                                                                                                                                                                                             |           |           |
| <b>Qualifications</b>                                                                                                                                                                                                       |           |           |
| <b>Role Requirements</b>                                                                                                                                                                                                    |           |           |
|                                                                                                                                                                                                                             |           |           |
| Educated to degree level in business administration, law or related field, or relevant 2 – 4 years professional experience with familiarity of corporate governance practices.                                              | ✓         |           |
| <b>Other Requirements</b>                                                                                                                                                                                                   |           |           |
| High standard of personal presentation.                                                                                                                                                                                     | ✓         |           |
| Able to work flexibly in response to service needs.                                                                                                                                                                         | ✓         |           |
| Impartial, objective, trustworthy, and discreet.                                                                                                                                                                            | ✓         |           |

|                                                                           |   |  |
|---------------------------------------------------------------------------|---|--|
| High personal integrity; able to handle confidential matters sensitively. | ✓ |  |
| Able to challenge and escalate issues constructively when needed.         | ✓ |  |
| <b>The job requires travel for business purposes: Yes</b>                 |   |  |



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WICS Economic  
regulation for  
Scotland's water

