



**barcud**

## Job description

### Head of Governance:

**Responsible to:** Group Director of Finance Governance and Investment

**Responsible for:** Senior Governance Officer

### Overall Purpose:

- To support the Group and Subsidiary Boards in developing and overseeing delivery of corporate strategy alongside their legal, constitutional and regulatory responsibilities

### Key Responsibilities:

- Support corporate and operational planning. Manage the organisation of corporate planning events and shape the discussion into a draft plan. Co-ordinate consultation on draft plan and prepare a final corporate plan for Board consideration. Manage the preparation of operational plans in support of the corporate plan
  - Support effective Board and Committee meetings. Oversee the governance calendar and the development of agendas and supporting documents for the Group. Undertake a quality control role for meeting papers and give guidance to report authors where needed. Ensure required approvals are given and decisions are clearly stated
  - Ensure the Group complies with regulatory standards in all respects. Monitor changes in relevant legislation and the regulatory environment and take appropriate action
  - Develop and maintain a suite of policies, procedures and related documents
  - Oversee the delivery of Board and Subsidiary Board performance reviews and Board member learning and development plans
  - Support the Chair and Company Secretary in managing Board and Committee succession planning, from recruitment to induction
  - Ensure Board members and colleagues have the governance information, policies and advice needed in order to fulfil their obligations
  - Support Board task and finish groups as and when needed
  - Lead on the Association's annual self-evaluation report to Welsh Government, including compliance with the code of governance and regulatory standards
  - Co-ordinate and oversee development and implementation of the Association's project management procedures, leading on projects where appropriate
  - Ensure compliance across the Group with the Data Protection Act and General Data Protection Regulation
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- To provide excellent customer service to all internal and external customers
  - Be able to work under your own initiative and is accountable for the decisions they make
  - Ensure that you work within the association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment
  - Ensure that the association and its staff comply with all legal, statutory and regulatory requirements along with best practice
  - In all aspects of the association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement
  - To carry out such other duties and responsibilities as may reasonably be requested by the Group Director of Finance Governance & Investment

**This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. In view of the changing demands of the service, the duties may need to be reviewed and revised as deemed appropriate by the Group Director Finance Governance & Investment.**



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# Person specification

All criteria are essential unless indicated otherwise

## Qualifications:

- Excellent knowledge of governance, regulation and associated legislation in a regulated sector through related qualifications (such as a degree, a chartered secretary or other professional qualification) or through substantial evidence of worked experience
- Evidence of continually developing professional knowledge

## Experience:

- Experience in a senior governance role within a challenging, regulated environment
- Experience liaising with internal and external stakeholders on governance matters
- Proven experience of commissioning and quality-assuring papers and reports
- Achieving challenging targets and objectives experience
- Proven strategic planning, project management and organisational reporting skills
- Public Sector or Housing Association experience (Desirable)

## Knowledge/Skills:

- Up to date knowledge of innovative and current approaches to governance
- A very high standard of written communication, capable of minuting discussions effectively, accurately and appropriately
- Excellent time management skills and ability to organise and prioritise workload to achieve deadlines, working under pressure at times
- The ability to operate from an impartial position on all matters, upholding confidentiality, integrity as well as punctuality and reliability
- Computer literacy - ability to use a range of applications and knowledge of governance software
- Knowledge of General Data Protection Regulations and the Data Protection Act
- Welsh language ALTE level 3 (Desirable)



### Leadership and Management:

- Ability to motivate and develop staff, and promote high levels of performance, including the ability to manage remotely
- Promotes equality, diversity and inclusion in all aspects of employment and service delivery

### Personal Qualities:

- A strong commitment to high quality customer service
  - Adopts a flexible approach to the requirements of the job
  - Adapts positively to change
  - Has the necessary time commitment and capacity for the role
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