

Governance Manager

Grade

D

Contract Type

Homeworker 1

Group Company Secretary



Governance Manager



**Data Protection Lead, 2x Governance Officers,
Governance apprentice, 2x Executive Assistants**

Department

Corporate Services → Governance

Role Overview

Support the Group Company Secretary in the management of governance and regulatory compliance services for Your Housing Group.

Ensure effective governance frameworks and all regulatory and statutory compliance for Your Housing Group is delivered and maintained.

Support the Group's compliance with GDPR and related data protection matters.

RESPONSIBILITIES

- Develop and manage the provision of Board and Committee administrative support services to the Corporate Governance structure; including minute taking to a high standard, ensuring all decisions are recorded accurately and in a way that shows how Board members are fulfilling their statutory duties, writing of quality Board reports on behalf of the Company Secretary on governance matters, the provision of accurate regulatory information to Board, provision of matters arising schedules; Board meeting planning and setting, and diary management for Board members.
 - Provide advice, guidance, training, toolkits and other resources to staff at all levels on technical governance matters, including but limited to: Corporate governance, the delegatory framework, the General Consent, ensuring all contractual commitments are only entered into with the correct authority, and the appropriate and effective board resolutions.
 - Manage the delivery of the Group's legal and regulatory compliance framework, including: the establishment, maintenance and continuous improvement of governance and compliance systems and processes which ensure regulatory and legal requirements are met. Maintaining statutory books, including registers of members, directors and secretaries, shareholders and other records in compliance with regulatory requirements.
 - Work with the finance, audit and board admin teams to achieve accounts sign off for all the companies in the Group.
 - Ensure appropriate information is collected from Board members which enables the Group to provide the correct information for its compliance framework.
 - Ensure timely and accurate reporting on compliance issues to regulatory bodies, including HCA regulatory NROSH returns.
 - Manage, develop and be responsible for the performance of the Governance team.
 - Deputise for the Company Secretary in their absence (within the parameters of the agreed Scheme of Delegation) in respect of the effective management of governance and the provision of appropriate guidance to maintain governance standards and compliance.
 - Take a flexible and positive approach to customer service, recognising and responding to any individual or specific needs from internal and external customers.
 - Maintain the professional and technical knowledge required of a competent, qualified company secretary and contribute that expertise for the benefit of the Group
- Undertake additional duties appropriate to the role and/or grade

Our values



**Honest
& Reliable**

We are authentic,
open and dependable;
and we do what we
say we'll do.



Caring

We show kindness
and consideration
to our customers
and each other.



**Respectful
& Fair**

We listen to people,
and strive for equity
and inclusivity in all
that we do.

Creating more places for people to thrive and be recognised as a sector leading landlord

STRENGTHS

- Flexibility and resilience
- Impact and influencing
- Problem Solving and decision making
- Leadership and management
- Excellent communication skills
- Excellent attention to detail and time management skills
- Strong Organisation skills

ESSENTIAL REQUIREMENTS

- ✓ Chartered Governance Institute Qualification
- ✓ Proven experience within Governance roles
- ✓ GCSE Maths and English (or equivalent)
- ✓ Competent and quality minute taking experience
- ✓ Line management experience
- ✓ IT Literate

BENEFICIAL TO THE ROLE

- Experience of Governance within the Housing Sector
- Experience of working within a highly regulated sector

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