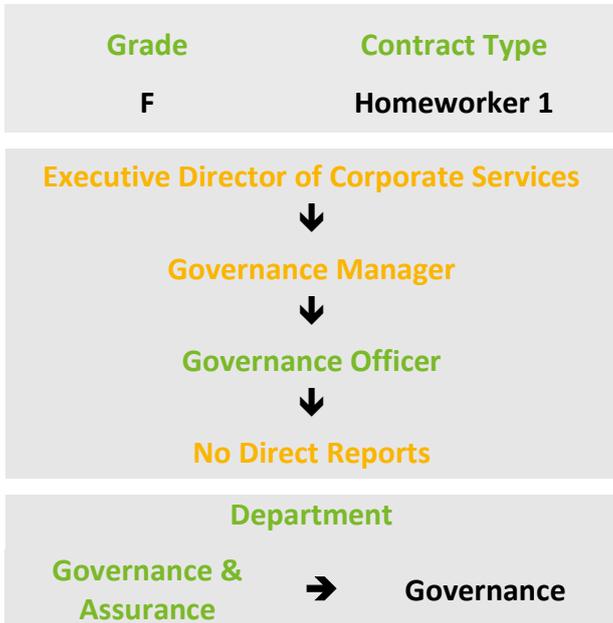


Governance Officer



Role Overview

Provide efficient and effective Governance and regulatory compliance services to Your Housing Group.

RESPONSIBILITIES

- Provide Board and Committee administration support across the Group’s governance structure, ensuring meetings are effectively planned, coordinated and delivered in line with agreed corporate governance standards.
- Support delivery of the Group’s legal and regulatory compliance framework, assisting the Governance Manager with the application of the delegation framework and General Consent process, to ensure contractual commitments are entered into with the appropriate authority.
- Provide advice and guidance to colleagues on governance procedures, including the delegated authority framework and governance processes. Support the signing and sealing of legal documents.
- Manage correspondence and enquiries from external stakeholders including the RSH, FCA, as well as auditors.
- Develop and maintain policy and procedure guidance for activities undertaken within the Governance team, ensuring documentation remains accurate and up to date.
- Provide administration support to the Pension Scheme Trustees including the planning and scheduling of meetings.

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.

Through our passion for housing, more people have a safe place to call home

- Support the governance aspects of the tender opening process, undertaking the associated administrative activities in line with the Group's procedures.
- Provide advice on non-complex data protection queries in the absence of the Data Protection Lead and support the Data Protection Lead on ad hoc projects and activities.
- Maintain governance records and support the signing and sealing of legal documents.
- Provide corporate administration support to the Governance team, including Invoice processing; document management and maintaining effective archiving systems.
- Undertake additional duties appropriate to the role and grade to support the effective operation of the Governance Team.

STRENGTHS

- ✓ Accurate database skills
- ✓ Ability to work sensitively with confidential information
- ✓ Strong relationship building skills including an ability to interact effectively at all levels
- ✓ Excellent communication and analytical skills
- ✓ Excellent attention to detail and strong organisation/time-management skills

ESSENTIAL REQUIREMENTS

- ✓ Proficient in Microsoft Office including Outlook, Excel and PowerPoint)
- ✓ Experience of competent and quality minute taking
- ✓ Relevant degree with significant technical and specialist governance experience and/or completion or commencement of CGI (Chartered Governance Institute) Qualifying Programme or its alternative qualification routes
- ✓ GCSE Maths and English (or equivalent)

BENEFICIAL TO THE ROLE

- ✓ Experience working with Diligent and entity management software
- ✓ Awareness of Data Protection Law

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