

ROLE PROFILE

Job Title: Governance Manager	Role Reports to: Group Company Secretary	Business Function: Governance & Assurance	Grade: D
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Job Purpose: Support the Company Secretary with managing governance and regulatory compliance services for Your Housing Group.	Key Competencies: <ul style="list-style-type: none"> • Flexibility & Resilience • Meeting Customer Needs • Interpersonal Understanding • Commercial Focus • Leadership • Developing Others • Impact & Influencing • Personal Learning and Growth • Problem Solving and Decision Making • Innovation • Building Relationships
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Key Responsibilities:

1. Develop, manage and continuously improve the provision of board member services for the Governance and Legal Group structure.
2. Develop, manage and continuously improve the provision of Board and Committee administrative support services to the Corporate Governance structure adopting a business partnering approach; including minute taking to a high standard which ensures all decisions are recorded accurately and in a way that shows how Board members are fulfilling their statutory duties; writing quality board reports on behalf of the Company Secretary on governance matters; provision of accurate regulatory information to boards; preparation of matters arising schedules; board meeting planning and setting and diary management for boards.
3. Providing advice, guidance, training, toolkits and other resources to staff at all levels on technical governance matters, including, but not limited to:
 - a. Corporate governance;
 - b. the delegatory framework;
 - c. the General Consent, ensuring all contractual commitments are only entered into with the correct authority;
 - d. appropriate and effective board resolutions.
4. Develop, maintain and continuously improve and implement a probity framework which both meets legal and regulatory requirements and provide probity advice, guidance and training for staff and board members.
5. Manage the delivery of the Group's legal and regulatory compliance framework, including:
 - a. The establishment, maintenance and continuous improvement of governance and compliance systems and processes which ensure regulatory and legal requirements are met;
 - b. Maintaining statutory books, including registers of members, directors and secretaries, shareholders and other records in compliance with regulatory requirements;
 - c. Working with the finance, audit and board admin teams to achieve accounts sign off and smooth running of AGMs for all the companies in the Group;
 - d. Ensuring appropriate information is collected from Board members which enables the Group to provide the correct information for its compliance framework;
 - e. Manage the timely and accurate reporting on compliance issues to regulatory bodies, including the HCA regulatory ('NROSH') returns.
6. Manage, develop and be responsible for the performance of the Governance Team, being the Governance Officers and Governance Administrator.
7. Provide and manage a quality and professional company secretarial service for external customers including (but not limited to) Ascent LLP.

8. Foster, maintain and manage a positive and effective relationship with regulatory bodies.
9. Use technical expertise and experience to contribute to the development of the governance target operating model and lead the governance team through this change to successful implementation.
10. Manage the Governance Team budget.
11. 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 advice, guidance and support to maintain governance standards and compliance.
12. Establish and manage positive and effective working relationships with all contacts including colleagues, directors, board members and external suppliers, consultants and customers.
13. Take a flexible and positive approach to customer service, recognising and responding to any individual or specific needs from internal and external customers.
14. Contribute to professional forums where appropriate to the role profile and support professional growth and development of self and the Governance Services Team.
15. Maintain registration with an appropriate professional body and undertake continuing professional development in compliance with that body's requirements.
16. Maintain the current professional and technical knowledge required of a competent and suitably qualified company secretary and contribute that expertise for the benefit of the Group.
17. Lead and manage the Governance Team through periods of change as the Group continues to grow.
18. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge		
Skills	<ul style="list-style-type: none"> • An ability to think strategically, making a significant contribution to the formulation of policy, processes and improvements. • Excellent attention to detail and an ability to extract key messages from complex analysis • Effective and positive management skills. • IT literate (Microsoft Office, Outlook, Excel and PowerPoint). • Competent and quality minute taking experience required. • Ability to work sensitively with confidential information and with a high level of autonomy. • Excellent communication skills along with independence, self-motivation, analytical skills, attention to detail, time management skills and a willing to work under pressure (this will be both time pressure and the pressure caused by needing to evaluate complex situations objectively in the face of competing internal views). • Ability to scope, manage and deliver projects effectively. • Strong interpersonal skills including an ability to interact effectively at all levels in the organisation. 	
Experience	<ul style="list-style-type: none"> • Significant experience of Company Secretary or Governance role. 	
Qualifications/Education	<ul style="list-style-type: none"> • GCSE Maths and English (or equivalent) • Institute of Chartered Secretaries and Administrators qualification. • Relevant degree and/or designations as company secretary 	<ul style="list-style-type: none"> • Professional designation in other appropriate areas such as law

People Management Responsibility?	Line management responsibility, including coaching, development and performance management.
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Company Secretary, Head of Risk, Directors, board members, staff and board administrators within the Group. External customers of company secretarial services. Regulators. Consultants and legal advisors.
<p>Safeguarding of Children Young people and Vulnerable Adults</p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>	

Key Role Performance Indicators
<ol style="list-style-type: none"> 1. Board / Committee workplan presented to Board 6m in advance of year end. 2. Actions from Board / Committee meetings circulated to appropriate individuals within 24 hours. 3. Draft minutes produced within three working days. 4. Papers circulated 7 days in advance of relevant meeting. 5. All statutory and regulatory filing deadlines met. 6. All statutory records up to date and accurate. 7. All team members have objectives set which align to business and departmental objectives. 8. All team members have one to ones at least monthly.

Date Role Profile Created/Updated:	November 2018
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