

JOB DESCRIPTION

JOB TITLE **Governance Manager**

GRADE **2**

REPORTING TO: **Assistant Director of Governance and Assurance**

RESPONSIBLE FOR: **Governance Team**

ROLE SUMMARY

The Governance Manager will lead the Governance Team to ensure we deliver excellent governance arrangements within believe housing, supporting the business to understand and adhere to our regulatory requirements.

The role will be responsible for creating a culture that ensures good governance runs throughout our activities and delivers compliance with relevant requirements through an effective and proportionate governance framework working closely with the Board and Senior Leadership Team (SLT).

MAIN DUTIES AND RESPONSIBILITIES

Responsibilities:

- To effectively manage believe housing's governance structures including overseeing the planning of all Board and committee work, ensuring governance compliance with related codes of practice, regulations, and legislation.
- To be forward looking, understanding current and future governance requirements and key areas for development to continually review and improve our governance arrangements.
- Deliver a Board and committee cycle with an effective forward plan to provide high quality servicing of the Board and its committees, with accurate and timely agendas and ensuring effective paper dispatch, minute-taking, and action plans.
- Lead the Governance Team to provide key advice and guidance to the Chair, Board Members, SLT, and colleagues on all governance issues.
- Ensure there is a comprehensive training and development plan in place for Board to enable them to fulfil their roles effectively.

- Lead on the design and roll out of annual Board member appraisals and skills assessments in conjunction with the Chair, and independent advisors as required.
- To develop and manage a Board induction process which harnesses the culture of believe housing alongside training in key areas of governance for new members to achieve their potential.
- Lead an annual assessment of the effectiveness for each Committee in line with the Terms of Reference.
- To work with senior leaders across the organisation to ensure good governance compliance, in particular with the regulatory framework is in place and can be evidenced.
- Advise SLT and Board of changes that may impact the business including changes to legislation, updates to Regulatory Standards and Regulatory Judgements to ensure there are adequate controls in place.
- Provide regulator reporting and returns as required within regulatory requirements.
- Manage budgets for your service areas ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

ORGANISATION WIDE RESPONSIBILITIES

- To manage health and safety issues in your area of responsibility in line with the relevant section(s) of the organisations Health and Safety Policy.
- To comply with believe housing's confidentiality and information security policies at all times.
- To demonstrate believe housing's values and behaviours.
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.
- Be responsible as a member of the management team for the effective use of organisational assets and resources.

PERFORMANCE MEASURES



- Corporate performance scorecard
- Business scorecard metrics
- Compliance with legislative and regulatory standards
- Adherence to Health and Safety Policy
- Delivery of strategic corporate projects and team projects
- Demonstrating corporate values, attitudes, and behaviours
- Engagement scores

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	Degree in a relevant subject or relevant experience	Governance qualification	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process • Pre-employment checks
Experience	Significant experience of working in a governance role in a regulated environment	Experience of governance in a housing association Experience of leading a governance function	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process
Skills/knowledge	Ability to work sensitively with confidential information with a high level of autonomy Strong organisational and time management skills to oversee the administration of the Board and committee meetings Strong interpersonal skills including an ability to interact effectively at all levels in the organisation. Demonstrate a commitment and an ability to understand diverse interest groups and power bases within organisations and the dynamics between them. An ability to think strategically, making a significant contribution to the formulation of policy, processes and improvements. Excellent communication skills along with independence, self-	Ability to scope, manage and deliver projects effectively.	<ul style="list-style-type: none"> ▪ Application Form ▪ Selection Process



motivation, analytical skills, attention to detail		
Able to motivate, inspire and develop people to achieve success		

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