

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Governance Lead</b>
<b>GRADE:</b>	<b>5</b>
<b>REPORTING TO:</b>	<b>Governance Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>

## **ROLE SUMMARY**

To lead on the delivery of excellent governance arrangements within believe housing, through an appropriate and professional governance service. The Governance Lead will ensure agreed decision-making structures are adhered to and also provide assistance to the Governance Manager and Secretary/Deputy Secretary in discharge of their responsibilities.

## **MAIN DUTIES & RESPONSIBILITIES**

- Manage the governance arrangements for the Board, committees and Customer Voices as required, including coordination of agendas, the review and issuing of papers and the taking of minutes for Board and committee meetings;
- Lead on governance compliance, ensuring effective production, co-ordination and monitoring of forward planning across the business;
- Lead on the co-ordination of governance and conduct codes compliance reporting and action planning, ensuring appropriate monitoring of progress of agreed actions;
- Co-ordinate evidencing compliance and reporting of compliance against regulatory standards, building a comprehensive evidence base and monitoring progress of actions;
- Develop, co-ordinate and monitor the organisation's compliance calendar, liaising across the business to ensure timely and accurate submission of all necessary legal and regulatory returns and accurate reporting.
- Lead on recruitment, appointment and induction of appropriately skilled Board, committee and Customer Voices members;
- Lead on the delivery and reporting of the Board, Customer Voices and Chief Executive's appraisal process, including skills matrix updates;

- Develop the Board and Customer Voices annual training and development plan;
- Provide advice to Board and Customer Voices members and employees on governance issues, promoting good governance and compliance with required standards;
- Provide support to Customer Voices to ensure delivery of effective scrutiny;
- To carry out research and benchmarking to gather information to assist in the development of policies and programmes to enhance and improve governance arrangements;
- Produce governance related reports for Board, committees and EMT and implement recommendations as necessary;
- In compliance with financial regulations, process members' expense claims, co-ordinate completion of expenses/credit cards and order goods and services accounting for expenditure against governance budgets;
- Maintain statutory registers (including but not limited to: gifts and hospitality and declarations of interest as appropriate);

### **Gene**

- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation.
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.
- 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 which may on occasion be outside of normal working hours due to the timing of Board, committee and Customer Voices meetings.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in a relevant subject or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Governance qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> <li>• Pre-employment checks</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a governance role within a regulated environment</li> <li>• Authoring reports to Board Members and/or Senior Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of governance in a Housing Association</li> <li>• Project management</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> </ul>
<b>Skills/knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of governance in a broad context and particularly within the social housing sector</li> <li>• Strong understanding of board and committee governance, and decision-making frameworks</li> <li>• Ability to work with a high level of pressure to manage complex and varied workloads to ensure effective governance arrangements and compliance with relevant frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the social housing regulatory framework, including the Regulator of Social Housing's consumer and economic standards</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection Process</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate effectively verbally and in writing</li> <li>• Strong interpersonal skills, with the ability to build trusted relationships and work effectively with board members and senior leaders</li> <li>• Discretion and integrity when handling confidential and sensitive matters</li> </ul>		
<p><b>Behaviours</b></p>	<p><b>Care about the basics</b> – you ensure best practice is in place, and use resources effectively</p> <p><b>Work well together</b> – you give context and clarity, join up how we approach our work, and break down silos</p> <p><b>Achieve great results</b> – you celebrate success, set clear expectations and provide opportunities to learn from the things that go wrong.</p> <p><b>Keep improving</b> – you promote meaningful change, create opportunities for improvement and make it happen</p> <p><b>Be at our best</b> – you lead with integrity</p>		

<p><b>Make a positive difference</b> – you actively collaborate, create effective partnerships and encourage autonomy</p>		
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