

Job Description and Person Specification

Job Title	Assistant Director Governance & Corporate Compliance
Department	Corporate Services
Reports to	Director of Corporate Services
Responsible for	<p>Business assurance, corporate compliance, company secretary, governance & regulation, and communications including any associated team management</p> <p>The role also holds responsibility for being the appointed DPO for Housing Solutions</p>

Summary of Core Purpose

A key leadership role providing support and deputising for the Director as and when required.

The role will support the Director (and the Chief Executive, Chairman of the Board) to ensure that we achieve and maintain high standards in governance, particularly in relation to regulatory compliance.

Specifically, to have significant input into developing our corporate leadership around governance, assurance, company secretarial services and the associated strategies, plans and processes ensuring that we are well positioned to deliver our business aims to be resident focused and provide continuous value for money.

Main Accountabilities

Strategic

- Provide strategic leadership across line management boundaries and work collaboratively with other senior managers to ensure that strategic priorities are delivered
- Deputise for the Director across all accountabilities in relation to the leadership of governance, corporate compliance and company secretarial services
- Effective leadership and direction of corporate governance including the company secretariat function for Housing Solutions, and be the subject matter expert, ensuring that that we achieve the highest standards of governance and comply with all statutory, regulatory, legal, corporate compliance and constitutional obligations
- Provide inspiration, motivation and support to the personnel delivering governance, compliance, assurance and company secretarial services ensuring they are well positioned and committed to achieving high standards of performance
- Prepare reports for the executive and the Board, as required, on all areas of accountability
- Leading, managing and developing our approach in the areas of governance and regulatory compliance, anti-fraud & corruption, assurance and company secretarial services

- Lead the provision of company secretarial, governance, assurance and executive support services to the board and its committees
- Ensure that diversity is valued, championed and promoted
- Play a key leadership role in our continuous drive to achieve demonstrable value for money and efficiency
- Effective leadership and direction of the PR and communications function for Housing Solutions

Governance and Corporate Compliance

- Ensure that we have a robust system of internal control and assurance framework and that we keep up to date to meet changing requirements and best practice
- Lead on key strategic projects/ activities in relation to governance and compliance such as preparing for IDAs
- Keep abreast of relevant government and regulatory priorities, professional best practice and any other relevant challenges for our operating environment and ensure that they are taken account of in the development of our business strategies, plans and processes
- Ensure that Housing Solutions meets our Board requirements to ensure that residents are at the heart of our operations, with a particular focus ensuring that our residents are involved in making decisions at board level and are fully involved in complaint management and accountability and that we go above and beyond the government expectations
- Support the preparation of Corporate Strategy, organisational policy and ensure the associated procedures are in place and correctly followed
- Develop and maintain a Governance Excellence Plan and support and advise the Executive Directors and Board on all areas of governance improvement
- Drive continuous improvement in governance and assurance including, if required, provision of training and development for the Board, and leadership teams
- Support the Director of Corporate Services in carrying out investigations into whistleblowing, fraud and related concerns
- To be the designated person in respect of regulatory and compliance obligations such as, whistleblowing procedures etc.
- To ensure that Housing Solutions has in place all the proper policies, procedures, controls, monitoring and reporting arrangements to meet all corporate compliance requirements and carry out regular testing to provide Board and Executive assurance

Company Secretariat

- Provide oversight of the operation of the Boards, Committees and Subsidiaries to ensure that each is properly constituted, operates according to the Rules, Governance Framework and Delegated Authorities and in accordance with the regulatory framework and adopted code of governance
- Leading on the annual board effectiveness reviews and skills audits
- Ensure that company secretarial records and registers are up to date and properly managed
- To ensure that the role and responsibilities of Company Secretary are fulfilled to a high standard and that the Chair is provided with a high level of support
- Maintaining registrations with Companies House
- Take a key role if there are any changes to the Housing Solutions company status

PR & Communications

- Lead communications and PR activities ensuring we create and maintain a high quality, positive profile
- Ensuring the use of modern and effective tools to ensure a professional, joined-up approach across the organisation.
- Ensure a high quality, best in class service is provided to support the organisation to achieve its communications and PR requirements

DPO

- To be the designated Data Protection Officer with responsibility for monitoring compliance and providing advice and guidance to the organisation on data protection obligations
- To ensure that arrangements and policies are in place to meet GDPR and other data legislative requirements

Relationships

Deal with a variety of internal staff; management, Directors, Board members and external stakeholder and partners including finance, audit, regulatory and compliance bodies

Financial Accountability

PR & Communications Budget circa £130k

Budgetary authorisation in line with Housing Solutions standing orders, financial regulations and delegated authorities.

Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none">• Qualification recognised by the Chartered Governance Institute (CGI), and/ or substantial relevant experience to enable the postholder to fulfil all the job requirements• Evidence of continuing professional development as a senior manager/ leader	<ul style="list-style-type: none">• Certified DPO (ISO 17024:2012) or equivalent• First degree or equivalent
Experience	<ul style="list-style-type: none">• Experience of managing governance, company secretarial and/or similar assurance and executive administrative activities within a regulated sector, such as housing• Up to date experience of contributing to the development of governance and related strategy, policies and the associated planning• Experience of partnering with senior managers, executives and/or board members on business or commercial matters• Experience of leading and providing high quality governance and regulatory services• Experience of writing and presenting high quality reports at executive, board level and succinct content for external publication	<ul style="list-style-type: none">• Experience in a senior governance and/or company secretary role in the housing sector• Experience leading preparations for an IDA

<p>Knowledge, skills and abilities.</p>	<ul style="list-style-type: none"> • Understanding of the housing or similar regulated sector, political agenda, and regulatory landscape for social housing providers • Excellent interpersonal skills including strong communication, influencing, and negotiating abilities and the ability to contribute to the strategic thinking of the business • Understanding of data protection regulation and its application for social housing providers • Ability to deputise for the Director across governance and related matters • Ability to prioritise a varied workload and work well under pressure • Ability to effectively monitor performance and take ownership to identify and resolve any concerns • Able to confidently carryout whistleblowing and fraud investigations • Able to achieve a high level of credibility and confidence when making important and high-level decisions 	
<p>Circumstances/ other</p>	<ul style="list-style-type: none"> • Out of hours work may include: Board, committee, and other organisational events; attending external meetings; and responding to emergency situations. • Ability to drive with access to a car 	