

Job Description

Governance Manager

RESPONSIBLE TO: Director of Resources

RESPONSIBLE FOR: Governance Assistant

JOB PURPOSE:

To own the management and development of effective governance processes ensuring the Trust is excellent in governance and meets its legal and regulatory requirements.

To deliver the governance strategy and lead on administrative support to Boards and Committees, ensuring relevant policies are complied with at all times

'WHAT' you'll do!

- Protect the business by ensuring compliance with external regulation
- Ensure compliance with policy and formal internal targets
- Report on compliance with regulations, legislation, constitutional rules, standing orders and policies
- Setting plans for non-executive learning and development
- Researching best practice and updated regulations and communicating to ensure compliance
- Arrangements for recruitment, induction, succession planning for non-executive Board and committee members

'HOW' – you'll do it!

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

Person Specification

	ASSESSMENT	
Behaviour – HOW		
Transparent with your teams and peers	E	
Restless in your approach to finding better ways	E	
Upfront and honest	E	
Skilled - continually improving	E	
Together – championing a “one team” ethos	E	
Qualifications		
Governance qualification	D	I/C
Professional or management qualification.	D	I/C
Skills/Abilities/Competence WHAT		
Building capability and capacity in a changing environment	E	
Delivering strategic action into operational delivery to attain results	E	
Strong and decisive leadership that is resilient, confident and resourceful	E	
Problem solving & making sound decisions whilst using good judgment	E	
Having COURAGE <i>to use (good) judgement</i> , take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	
Governance in Housing experience	E	I/A
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	
Effective budget Management	E	I
Effectively managing Customer expectations	E	I/A
Stakeholder Management	E	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I

METHOD OF ASSESSMENT

- A** **Application form**
- I** **Interview**
- S** **Skills Test**
- C** **Production of Certificates**