
JOB DESCRIPTION

Governance and Compliance Manager

Line manager	Director of Governance and Compliance
Directorate	People and Performance
Team	Governance and Compliance

KEY INFORMATION

Job title	Governance and Compliance Manager		
Location	Hybrid – (travel as required across our geography with expectation of minimum of a day a week in an office – Boston, Rushden or Peterborough)	Line manager	Director of Governance and Compliance
Salary	Up to £50,000 per annum	Directorate	People and Performance
Hours	36.25 per week	DBS requirement	N/A

MAIN PURPOSE OF JOB

The overall purpose of the role is to work with the Director of Governance and Compliance, to ensure that Longhurst Group has an appropriate and robust governance and assurance framework in place. This includes the development and implementation of internal controls, reporting, compliance and assurance activities. The role also supports company secretary activities and provides a Board and Committee support service. Ultimately the role supports best in class governance and Board effectiveness.

CORPORATE TASKS

- A) Contribute to the overall operation of the Group. Help to deliver the corporate vision, values and key messages and promote the effective corporate working of the organisation.
- B) Contribute to the operational plans for the People and Performance service ensuring that key objectives are met. Aid continuous improvement and service success.
- C) Be responsible for the Group's compliance with all necessary legal requirements commensurate with this role to minimise or alleviate risk.
- D) Represent the Group with internal and external stakeholders, attending meetings, training and conferences as necessary.
- E) Champion the Governance and Compliance department through continually improving processes and outcomes for staff and customers.
- F) Identify opportunities to grow and develop services, considering Value for Money in all actions.
- G) Play an active role in a high-performing, highly engaged colleague team, promoting a culture of excellent customer service.

GENERAL REQUIREMENTS

1. To possess good IT skills and be committed to improving skills in this and other areas through continuing training and development
2. To demonstrate and champion the values and behaviours of the Group.
3. To work within all Group policies and procedures, providing a high-quality service and to always have a high regard for the Equality and Diversity Policy.
4. To ensure that data for which you are responsible is accurate and up to date and stored in accordance with the Group's information management procedures.
5. To respect confidentiality at all times and abide by the requirements set out in the General Data Protection Regulations and Data Protection Act 2018.
6. To observe all of the Group's Health and Safety policies, procedures and processes and take all reasonable care to promote health and safety for all.

KEY TASKS AND RESPONSIBILITIES

- Working with the Director of Governance and Compliance ensure that the governance infrastructure is coherent and aligned with the changing range of business activities.
- Provide high quality advice and support to the Executive Team, Board and Committees in respect of the Group's legal and governance structure, skills and practices to ensure they are fit for purpose and meet the needs of an ambitious and changing business.
- Ensure efficient administration of Board and Committee meetings, including agenda planning, minute taking and record keeping, and timely and appropriate communications to provide advice and support to Members. Oversee all arrangements for Board and Committee meetings including annual governance and regulatory reviews.
- Develop and deliver processes for effective recruitment of the Board, learning and development programmes, appraisals, effectiveness reviews and succession planning.
- Advise the Board and its Committees on regulatory matters, and good corporate governance practice. Lead on self-assessment of compliance with the adopted Code of Governance.
- Ensure effective systems for keeping internal controls and regulatory compliance under review and for advising on policies, procedures and actions necessary to maintain a high level of compliance.
- Work with the Director of Governance and Compliance to establish a framework of documentation and activities for gaining controls assurance, so that all legal and regulatory requirements are met.
- Deputise for the Director of Governance and Compliance where required e.g., in company secretarial duties.
- Ensure an effective policy development framework is in place across the business, and directly review and maintain all governance related policies and procedures.
- Working with colleagues across the organisation, support the embedding of robust approaches to governance and compliance.
- Work to develop robust approaches to data quality and data assurance activities within the organisation. Ensure Data Protection Regulations are complied with and support a culture where data matters.
- Liaise, as required, with external regulators and advisors, on governance, compliance and regulatory related matters.

Financial Management and Budgetary Control

- Ensure that there is effective management of allocated team budgets and costs.

Leadership and Management

- Develop a high performing, highly engaged team, promoting a culture of excellent customer service. Provide effective leadership, support and motivation to colleagues in the teams reporting to you, ensuring all colleagues are recruited, trained, managed, appraised and developed in accordance with internal and statutory procedures.
 - Lead by example to manage and influence colleagues' performance to ensure that expectations are clear, poor and mediocre performance is tackled, and strong performance is recognised.
 - Work with the Director of Governance and Compliance to improve operations, ensuring that appropriate resources are devoted to streamlining work processes and working cooperatively and jointly to provide quality seamless services.
-

OUR VALUES

Guided by our core set of shared values, our vision is to improve the lives of our customers and communities. Our values, which are at the heart of everything we do, were created by our colleagues, who help to deliver the excellent services we provide.



In it Together

We stand together as one team with one vision to make a difference to people's lives. Forms working relationships with others inside and outside the organisation and openly promotes and values diversity



Heartfelt Service

Everything we do shows we care deeply about our customers and colleagues. Ensures the delivery of service meets customer requirements both internally and externally.



Own it

We do what we say we do to the best of our ability with pride and passion. Communicates with others using techniques appropriate to the situation and uses skills to build and maintain relationships.



Pushing the Boundaries

We strive for excellence constantly looking for fresh ways of doing things. Looks for new ways to improve working methods and initiatives to carry the organisation forward



Fun and Fair

We work hard, enjoy it and treat everybody equally with respect and honesty.

ADDITIONAL DUTIES CLAUSE

The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their manager. Duties may vary as and when localised procedures are updated or renewed with varying local authorities that Longhurst Group works with. Longhurst Group reserves the right to alter the content of this job description to reflect changes to the organisation or the services it provides.

Creation Date:	November 2022
-----------------------	---------------

Review Date:	November 2025
---------------------	---------------

To be reviewed as part of the Job Description review process

Person Specification

Governance and Compliance Manager

The Values outlines the key expectations of all Group colleagues. Used together, the Person Specification our Values will ensure new employees will exhibit the competencies required for this role. All our opportunities will be assessed through application to interview.

Essential Criteria

Relevant professional qualification e.g., ICSA (full or partly qualified) or equivalent through relevant training and/or proven experience in governance, compliance and GDPR matters.

Significant experience of managing governance and compliance issues, working within a highly regulated environment.

Proven track record in supporting highly effective Board governance and seamless Board and Committee administration, including agenda planning and taking accurate and concise minutes.

Extensive working knowledge of charity and company law.

Experience of providing advice and guidance to Boards, Committees and Senior Teams on legal, compliance and regulatory matters.

Experience of developing internal controls assurance frameworks.

Proven management skills, with ability to inspire and motivate people to perform at their best.

Able to provide a clear overview of complex issues and provide sound, professional and reliable advice.

Able to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Promotes equality of opportunity for all people as employees or customers.

Promotes an environment where everyone can thrive and reach their potential.

Recognises and values the diversity of the communities where the organisation works.

Desirable Criteria

Experience of working within a governance role within the Housing sector, with strong understanding of the legal and regulatory environment Housing organisations operate within.

Housing sector experience of dealing with relevant authorities and professional advisors in company secretarial matters.