



Job description

Job title: Head of Governance & Compliance

Responsible to: Finance Director

Responsible for: Compliance Officer and Governance Assistant

Purpose of the post:

- To coordinate the Group's governance, regulatory and legal compliance, acting as deputy company secretary.
 - Provide internal controls assurance by managing and developing the Group's programme of compliance checks.
 - Co-ordinate the production of the Group's regular risk reports to the Board.
 - To procure and manage insurance cover for all Group activities.
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Principal Accountabilities:

Governance and Regulatory Compliance

- Promote high standards of corporate governance, ensuring that all parts of the Group operate within their constitutions and the UK Corporate Governance Code.
- Keep up to date with the regulatory changes, providing reports on changes that affect the Group to the Executive Team.
- Maintain the Board member handbook, ensuring policies are regularly reviewed in line with best practice.
- Work with the Chair and Company Secretary to coordinate the induction and training of new Board members, assisting the Chair in developing tailored induction plans in tandem with best practice governance requirements and arranging training so that Board members can effectively carry out their role.
- Co-ordinate the submission of regulatory returns so that submissions are both timely and accurate.
- Work closely with the Board in succession planning, recruitment, training, and performance appraisal.
- Ensure that Board members have suitable service agreements in place. Ensure that remuneration is reviewed in line with policy and incorporated into agreements.



Legal Compliance

- Keep up to date with the legal changes, providing reports on changes that affect the Group to the Executive Team.
- Support the Finance Director in their role as the Group's Data Protection Officer, Whistleblowing Officer and Money Laundering Reporting Officer.
- Manage the Group's day-to-day data protection activities; triage data breach notifications and manage data subject requests, providing related advice and obtaining legal advice, as required.
- Maintain the relevant registers such as fraud and money laundering registers, producing risk assessments and reports to Audit & Risk Committee and Regulator, as required.
- Lead on the procurement of legal services, delivering a panel of legal advisors that can provide a comprehensive range of legal services.
- Provide ad-hoc legal advice to colleagues.

Company Secretarial

- To be appointed as Deputy Company Secretary and support the Finance Director as Company Secretary as necessary.
- Reviewing and filing of annual returns and accounts, including for a company with listed debt.
- Manage, co-ordinate and administer all aspects of the Group's Board and Committees (Including papers, minutes taking, agendas, attendance registers, declarations of interests, DBS checks and L&D records) accurately and on a timely basis.
- Manage, co-ordinate and administer all aspects of the Group's Executive Team meetings (Including papers, minutes taking, agendas, and forward planning) accurately and on a timely basis.
- Manage the Board member portal.

Risk Management/Internal Audit and Controls

- Develop and embed an appropriate risk management framework which includes risk registers, assurance mapping, risk appetite work and reporting on risk (including existing and emerging risks and effectiveness of controls).
- Oversee delivery of the annual Internal Audit Plan, working closely with colleagues and the internal auditors, ensuring that stakeholders (namely the Audit and Risk Committee and Board) receive reliable assurance over internal processes and controls for the scheme.
- Co-ordinate the production of the Group's regular risk reports to the Board.



- Provide internal controls assurance by managing and developing the Group's programme of compliance checks.
- Maintain Standing Orders and advise staff on compliance.

Insurance

- To procure and put in place comprehensive programmes of insurance to meet all business needs, ensuring value for money is achieved.
- Oversee (and where appropriate, manage) insurance claims.

Housing Ombudsman

- Collating evidence for, and liaising with the Housing Ombudsman for cases that require investigation.
- Where necessary seek legal advice and interview operational staff to provide responses to the Ombudsman within the required timeframes whilst ensuring that legal and regulatory obligations are met.

Organisational responsibilities:

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



Person specification

Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none">• Part-qualified company secretary / solicitor or equivalent experience• Degree level qualification or equivalent	
Skills and Experience	<ul style="list-style-type: none">• Working in a regulated environment and working with Boards and Committees.• Understanding of company constitutions and group governance arrangements• Well-developed skills in policy formulation, presentation and communication• Able to produce detailed and accurate statistical and numerical information• Able to write logically, concisely and persuasively	<ul style="list-style-type: none">• Understanding and knowledge of regulation in social housing.• Understanding of risk management.• Experience of business assurance processes and Internal Audit• Experience of company secretarial duties.
Personal Attributes	<ul style="list-style-type: none">• A high degree of personal integrity• Remains diplomatic and confidential with an awareness of sensitive issues• Demonstrates accuracy and detail conscientiousness in all work• Able to exercise good judgment• Self-motivated• Builds rapport and trust with others, negotiating and achieving co-operation.• Commitment to valuing diversity	



	<ul style="list-style-type: none">• Handles pressure of meeting targets and deadlines• Prioritises and plans effectively	