

JOB DESCRIPTION

Job title:	Head of Governance and Assurance
Team:	Finance
Responsible to:	Executive Director of Finance
Responsible for:	Governance Manager

1	Main Purpose of Job
1.1	The post contributes to the successful leadership and management of SLH by ensuring robust governance, compliant regulation, and thorough management of risk across the organisation
2	Key objectives and tasks
Vision and Leadership	
2.1	As part of the management team, provide vision, leadership, and direction to the organisation, taking collective responsibility where appropriate
2.2	Advise the Board and Executive Management Team on strategic and policy development with regards to governance and risk, ensuring they have relevant information to make effective decisions
2.3	Provide leadership to reporting colleagues - appraising performance, managing resources, maximising efficiency and promoting the development of best practice
2.4	Build effective relationships with external stakeholders to further the interests of SLH
2.5	Develop and manage an informed and intelligent corporate planning framework which is effectively monitored and reported to the Board and the Executive Management Team
Governance and Risk	
2.6	Be the lead officer with primary responsibility for governance and risk, with the objective of ensuring that the organisation meets the highest standards of excellence in governance and probity, while also ensuring compliance with all statutory and regulatory reporting requirements, including the Code of Governance
2.7	Lead on compliance utilising the regulatory framework for both economic and consumer standards to provide relevant levels of assurance to Board
2.8	Manage the internal audit function, coordinating audits and ensuring that recommendations arising from them are implemented and reviewed
2.9	Ensure activity of Board Members, officers and the business are in line with the organisation's rules and charitable objectives
2.10	Advise the Executive Management Team on all compliance matters, procuring specialist legal expertise as required
2.11	Ensure effective recruitment, induction, learning and development, appraisal, and succession planning to achieve the highest quality of Board leadership and governance
2.12	Oversee submissions of data to the Regulator and Homes England to ensure compliance and accuracy of reporting

2.13	Ensure all future changes to regulatory standards are implemented and embedded across the organisation
2.14	Oversee governance and framework for the Scrutiny Panel and ensure clear processes exist for tenants and residents to influence and shape service and neighbourhood delivery. Ensuring SLH is open and transparent to all tenants and residents
2.15	Be the operational lead for risk management across the organisation, ensuring current and emerging risks are monitored and the organisational risk map is reviewed with regular reports to the Executive Management Team, Audit and Risk Committee and Board
2.16	Develop and maintain a robust approach to risk management to ensure due regard is given to probity, the internal control environment and overall assurance framework
2.17	Act as Deputy Company Secretary for the organisation.
3	General Terms & Conditions
3.1	To prepare and present papers and reports as appropriate to the Executive Management Team, the Board and its Committees
3.2	Be well networked and in touch with initiatives in the market and represent the organisation at conferences, seminars and public engagements and local, regional and national meetings as appropriate
3.3	To carry out all duties with due regard to the provisions of Health and Safety legislation
3.5	To keep abreast of changes in legislation and wider issues and review, recommend and implement changes in policy, procedure and working practices that will improve service delivery and contribute to the achievement of strategic priorities
3.6	To undertake any other tasks and duties within the scope and grade of the post as required and to meet changing business needs
3.7	The contents of this job description are not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take account of changes and developments in service requirements
3.8	As a member of SLH I agree to act in accordance with the organisation's commitment to Equality & Diversity
I agree to abide by the terms of this job description	
Signed	
Print Name	
Date	

Person Specification

		Desirable/Essential	Method of Assessment
Qualification	Educated to degree standard or significant management experience in a governance role.	E	CV
	Relevant professional qualification, e.g. ICSA (CGI), law, accountancy, audit, business management	E	CV
Experience	Experience of supporting, implementing and monitoring the strategic direction of an organisation	E	SS/I
	Proven experience of working with a Board at a senior level	E	SS
	A track record of successfully delivering continuous improvement in service delivery	E	SS/I
	Experience of successfully leading and managing people	E	SS/I
Knowledge & skills	Best practice regarding governance and the ability to lead on compliance with the code of governance in the housing sector	E	SS
	Excellent analytical skills which support business improvement	E	SS
	Experience of working with governance structures and regulatory bodies	E	SS / I
	Social housing or similar regulatory framework	D	SS
	Able to translate strategy into short-, medium- and long-term plans	E	SS / I
	Risk management and risk framework (ideally in the social housing sector).	E	SS / I
Personal qualities	Committed to quality, customer service, best practice, and best value in all aspects of the organisation's operation	E	SS/I
	Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.	E	I
	Resilient leader, able to motivate and inspire teams	E	I

CV = CV

SS = Supporting Statement

I = Interview process