

## JOB DESCRIPTION

<b>Job title:</b>	Governance and Assurance Manager
<b>Team:</b>	Governance
<b>Responsible to:</b>	Head of Governance and Assurance
<b>Responsible for:</b>	Governance & Procurement Officer

1	<b>Main Purpose of Job</b>
1.1	Manage SLH's governance arrangements to support compliance with legislative and regulatory requirements
2	<b>Key objectives and tasks</b>
2.1	Effective line management of direct reports with appropriate support and advice provided to ensure individual and team targets are met, in line with the corporate plan
2.2	Prepare and send Board, Committee and internal meeting papers, attending meetings to take minutes
2.3	Organise, administer and support the programme of governance activity for South Liverpool Homes and Avela Services Limited Boards and Committees
2.4	Regularly review and update; and develop and support implementation of all governance policies, raising awareness of member and colleague requirements
2.5	Manage the implementation of the Governance Framework ensuring key deadlines are met to maintain highest levels of regulatory compliance
2.6	Support the implementation of the Risk Management Framework, working collaboratively with SLH and Avela colleagues to maintain the risk registers and prepare risk reports for Board, Committees and internal meetings
2.7	Maintain the Declaration of Interest, Gifts & Hospitality and Fraud registers
2.8	Act as a key point of contact for Board and Committee Members in relation to general queries, governance arrangements, expenses, meetings and the provision of accessible information
2.9	Retain updated records of Board Members' personal information and Member's interests and ensure these are accurate and updated on regulatory websites, e.g., Companies House
2.10	Support the role of Company Secretary and Head of Governance and Assurance, carrying out duties that will include, maintaining the registers for Companies House, submitting annual returns and to hold the Company Seal and administer when required
2.11	Manage, maintain and update clear and thorough records which provide regular assurance of SLH's continued compliance with regulatory standards, identifying areas of improvement and monitoring their implementation and raising areas of concern promptly
2.12	Manage and update SLH's Policy Timetable, ensuring policies are reviewed in line with SLH's Policy Toolkit and meet legislative and statutory requirements
2.13	Ensure procedures for effective governance including member recruitment and induction, and ongoing member learning and development are maintained and followed
2.14	Keep abreast of legislative requirements and best practice, making appropriate recommendations for approval
3	<b>General Terms &amp; Conditions</b>
3.1	Meet performance management targets and support the delivery and achievement of corporate objectives.
3.2	To undertake any other tasks and duties within the scope and grade of the post.
3.3	To carry out all duties with due regard to the provisions of Health and Safety Legislation.
3.4	To be prepared to work flexibly outside normal office hours.



3.5	To be aware of SLH safeguarding policy and to take responsibility to act as an alert
3.6	Agree to act in accordance and actively promote SLH's Equality, Diversity & Inclusion commitments in all areas of work.
3.7	To support a collaborative approach towards resolving complaints, working with colleagues across teams and departments to help identify, record and respond to complaints and identify and embed learning
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.	

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<b>I agree to abide by the terms of this job description</b>	
<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	

## Person Specification

		<b>Desirable/ Essential</b>	<b>Method of Assessment</b>
<b>Qualification</b>	Good standard of secondary education	E	CV/SS
	Governance qualification	D	CV/SS
<b>Experience</b>	Preparing agendas, taking minutes and coordinating Board meetings and events	E	CV/SS
	Supporting and advising Boards/Committees	E	CV/SS
	Maintaining accurate records	E	CV/SS
	Working in a social housing or other regulated sector	E	CV/SS
<b>Knowledge</b>	Effective administration of governance arrangements	E	CV/SS/I
	Best practice in governance	E	CV/SS/I
	Of governance arrangements and requirements within a not for profit sector	E	CV/SS/I
	National Housing Federation Code of Governance	E	SS/I
<b>Skills</b>	Regulatory Framework for Social Housing	E	SS/I
	Line management and leadership	D	I
	Excellent attention to detail	E	SS/I
	Professionalism	E	I
	Developing a supportive environment	E	SS/I
	Problem-solving approach	E	I
<b>Personal Qualities</b>	Ability to keep accurate records and work within agreed frameworks	E	SS/I
	Commitment to personal development and continuous improvement	E	I
	Personal and professional integrity; shows discretion when dealing with sensitive and confidential information	E	I
	Ability to follow instructions	E	I
<b>Other</b>	Reliability, discretion, diplomatic manner and impartiality of judgement	E	I
	To be prepared to work flexibly outside of normal office hours	E	SS
	Current driving licence and use of car	E	SS

**CV= Curriculum Vitae**

**SS = Supporting Statement**

**I = Interview**