

## Role Profile

<b>Role Title:</b>	Governance Manager
<b>Department:</b>	Governance & Business Planning
<b>Role Purpose:</b>	To support the Director of Governance in the effective and efficient provision of secretariat, governance and regulatory services to the Board, its sub-committees and the Executive Leadership Team
<b>Reporting to:</b>	Director of Governance
<b>Responsible for:</b>	N/A
<b>Disclosure level:</b>	Basic DBS, Negative Media, Watch-list and Credit Check
<b>Role Level:</b>	Frontline Manager

<b>Key Role Responsibilities</b>	<p><b>Governance</b></p> <p>To provide Company Secretary services and governance advice to the Operations Committee, Cygnet Property Management, Midland Heart Development Ltd and Midland Heart Capital, including regular contact with the relevant Chairs and MDs to ensure that their needs are met, Agendas are set and governance arrangements are in place to meet the needs of the Committees and those of Midland Heart.</p> <p>To act as our Assistant Company Secretary, supporting Governance projects and activities of the Company Secretary as required.</p> <p>To provide advice on specific Governance issues such as Standing Orders, Financial Regulations, Code of Conduct, Probity Policy etc.</p> <p><b>Regulatory</b></p> <p>Advice to all parts of the business to ensure a good awareness of the regulatory obligations of Midland Heart (as directed by the Company Secretary), including the requirements of the Housing Regulator, and obligations under Consumer Credit and Data Protection legislation.</p> <p>To ensure a good understanding of all the regulatory activity which will affect or be carried out in Midland Heart, and that this is well communicated to all within Midland Heart who need to know.</p> <p>To oversee the approval and submission of Regulatory Returns (e.g. NROSH) and ensure they are filed on time.</p> <p>Accounts Preparation/Annual Returns/AGMs/Other Recurring Corporate Actions.</p>
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	<p>To manage these activities and ensure they are completed on time and to the necessary quality, and filed with the necessary authorities.</p> <p><b>Corporate Database/Statutory Books</b> To ensure that we have records for all companies and other legal entities in the Midland Heart Group which are a good quality, complete and up to date so as to meet legal and regulatory requirements.</p> <p>To ensure we record and publish relevant Corporate Information in a way which is accessible and usable by Midland Heart staff and relevant stakeholders.</p>
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<p><b>Education, Qualifications and Training</b></p>	<p>Law degree or equivalent degree level qualifications.</p> <p>A member of the Institute of Chartered Secretaries and Administrators.</p>
<p><b>Knowledge and Experience</b></p>	<p>Experience of providing the full range of Company Secretary services, including Agenda setting, minute taking at committee and board meetings and ensuring effective follow up of actions emerging from these meetings.</p> <p>Can articulate a good understanding of the Information Governance compliance requirements of a business and demonstrable ability to set and maintain business wide systems and actions and show leadership of compliance activities which ensure good Information Governance within the organisation.</p> <p>Good knowledge of corporate governance best practice.</p> <p>Experience of interpreting information legislation and guidance into organisational best practice.</p> <p>Competence in use of Microsoft Office programmes.</p>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<p>Proactive, flexible and able to work under pressure.</p> <p>Able to work to deadlines in an accurate and timely manner.</p> <p>An ability to establish credibility with and inspire confidence in all stakeholders.</p> <p>Excellent presentation and written skills and the ability to give concise and persuasive advice to clients.</p> <p>Excellent communication skills with staff, external lawyers and others with whom the post holder will need to work.</p>

Able to work collaboratively through excellent negotiating and influencing skills.

Committed to eliminating discrimination and inequality as well as embracing diversity.

Customer focussed with a commitment to respecting dignity and pursuing an excellent customer experience.

High degree of personal drive, capable of delivering results to tight timeframes and under pressure.

Committed to the aims and ambitions of the organisation and the broader issues of the housing and care sector.