

JOB DESCRIPTION

Job title	Corporate Governance Officer
Department	Corporate Governance
Reports to	Director – Corporate Governance
Grade	4

Job purpose	<p>To influence, shape and develop organisational corporate governance, working both in support of the Director of Corporate Governance and independently on key areas of responsibility.</p> <p>To take lead responsibility for the end to end processes associated with the management of corporate governance meetings – specifically board & committee meetings.</p> <p>Ensure that the flow of information and communication internally (and externally as required) serves to continue to promote the integrity and professionalism of the organisation.</p> <p>To work collaboratively with the Office Manager to provide wider administration and cover. Work with the Office Manager to ensure cover and resilience in terms of corporate governance support.</p>
Key accountabilities	<p>Board and committee meetings. Deliver value to the organisation through proactive and comprehensive support to the board of Directors in relation to corporate governance matters:</p> <ul style="list-style-type: none"> ✚ Proactively supporting the efficiency and integrity of meetings within the corporate governance framework. ✚ Accountable for proactive engagement with attendees and contributors to meetings to ensure a quality and value-add experience. ✚ Responsible for managing board and committee meeting logistics including dates; times; venues; agendas; board and committee papers. ✚ Accountable for professional minute taking at meetings in line with the style guide and associated administration such as approval of minutes and filing. ✚ Responsible for the professional execution of tasks assigned to the Corporate Governance Officer role as set out in the Corporate Governance responsibility matrix.
	<p>Wider corporate governance activities:</p> <ul style="list-style-type: none"> ✚ Responsible for supporting the Director of Corporate Governance to enable legal and regulatory compliance with the Charities Act, Companies Act and regulatory framework of the Regulator for Social Housing. To take the lead role in ensuring a robust position in all other matters, advising key stakeholders as appropriate. ✚ Responsible for overseeing the annual Internal Controls Assurance process; including the writing of the annual report on behalf of the Director of Corporate Governance. ✚ Accountable for the administration of the corporate risk register. ✚ The “go to” person for corporate governance administration.

	<ul style="list-style-type: none"> ✚ Responsible for the supporting the Nomination Committee and liaising with the People Department for non-executive director recruitment. Managing all appropriate data generated in relation to non-executive director personnel records and service contract in accordance with quality standards and Data Protection principles. ✚ Responsible for monitoring board members tenure periods and associated board decision making including actions for re-appointment or termination. ✚ Development & maintenance of a comprehensive Governance Manual, which serves as an instruction and guide to the role & responsibilities ✚ Responsible for the governance archives, both electronic and physical, ensuring compliance with information governance policies and wider Data Protection principles. ✚ Establishment & maintenance of a register of Turning Point trademarks including being accountable for the monitoring of expiry dates & flagging issues and concerns to operation owners. ✚ Management of the annual governance processes for declarations of interest; annual board effectiveness; skills review; and annual agenda plans. ✚ Responsible for overseeing and supporting the statutory annual report and accounts process through proactive administrative support.
	<p>Executive assistant support to the Director of Corporate Governance & Insight:</p> <ul style="list-style-type: none"> ✚ Responsible for the provision of proactive support through overseeing the workload of the Corporate Governance function. ✚ Taking on specific lead activity including (but not limited to) research, audits, translating and advising on relevant external information, tracking changes in legislation and regulation, making corporate governance related recommendations and other projects as directed.
Other Responsibilities	<ul style="list-style-type: none"> ✚ Building, developing and maintaining relevant business relationships. ✚ Maintaining technical knowledge together with a relevant knowledge base of the continually changing business and markets within which the organisation operates. ✚ Carry out day to day tasks in accordance with stated policies, procedures and regulations. To assist compliance with regulatory, risk and health & safety requirements. ✚ Any other duties appropriate to the grade.

Dimensions	Direct reports	None
	Total staff overseen	None
	Internal contacts	<ul style="list-style-type: none"> ✚ Board members ✚ Operating Board members ✚ External Affairs & Marketing ✚ Finance ✚ Risk & Assurance ✚ Central administration support teams
	External contacts	✚ As required, including legal.
	Planning horizon	<p>Horizon One: Within fiscal year – operating to the agreed annual governance cycle and business cycle.</p> <p>Horizon Two: 2 to 3 years – monitoring & planning for board member tenure cycles, planning in changes driven by legal & regulatory requirements.</p>
	Problems solved	<ul style="list-style-type: none"> ✚ The need for compliance with legal & regulatory requirements appropriate to corporate governance. ✚ The need to ensure governance adds value to the decision making and strategic operation of the Turning Point group, mitigating or presenting options appraisal to support solution management.
	Financial authority	None