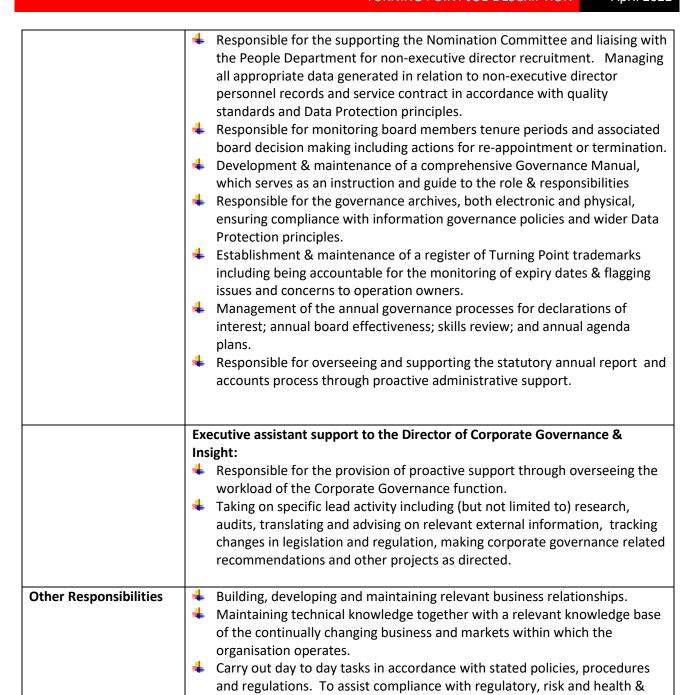
JOB DESCRIPTION

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

| Job purpose | 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. To take lead responsibility for the end to end processes associated with the management of corporate governance meetings – specifically board & committee meetings. 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. 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. | |
|----------------------|---|--|
| Key accountabilities | 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: 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. | |
| | Wider corporate governance activities: ♣ 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. | |



safety requirements.

Any other duties appropriate to the grade.

| Dimensions | Direct reports | None |
|------------|----------------------|---|
| | Total staff overseen | None |
| | Internal contacts | ♣ Board members |
| | | Operating Board members |
| | | External Affairs & Marketing |
| | | ♣ Finance |
| | | Risk & Assurance |
| | | Central administration support teams |
| | External contacts | ♣ As required, including legal. |
| | Planning horizon | Horizon One: Within fiscal year – operating to the |
| | | agreed annual governance cycle and business cycle. |
| | | Horizon Two: 2 to 3 years – monitoring & planning |
| | | for board member tenure cycles, planning in |
| | | changes driven by legal & regulatory requirements. |
| | Problems solved | 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 |