

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 activities, working both in support of the Director of Corporate Governance and independently on key areas or 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:</p> <ul style="list-style-type: none"> ✚ Proactively supporting the efficiency and integrity of meetings and wider 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 the management of all meetings in terms of contribution, comments, responses, actions and timely delivery of outcomes as appropriate, including identification of risks associated with non-delivery. To mitigate risks (or escalate) as appropriate. ✚ Accountable for professional minute taking at meetings and associated dissemination and associated administration. ✚ Responsible for the professional execution of tasks assigned to the Corporate Governance Officer role as set out in the Corporate Governance responsibility matrix
	<p>Non Complex Company Secretary activities:</p> <ul style="list-style-type: none"> ✚ Responsible for ensuring appropriate support to the Director of Corporate Governance to enable legal and regulatory compliance with the Charities Act, Companies Act and associated requirements 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 the Internal Controls Assurance process; including the writing of the annual report on behalf of the Director of Corporate

	<p>Governance.</p> <ul style="list-style-type: none"> ✚ Accountable for the administration of the corporate risk register. ✚ The “go to” person for corporate governance administration. ✚ 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, in accordance with quality standards and Data Protection principles. ✚ Responsible for monitoring board members tenure periods and associated actions for re-appointment or termination. ✚ Development & maintenance of a comprehensive Governance Manual, which serves as an instruction and guide to aid 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 and adopting a project management approach to ensure appropriate delivery. ✚ Responsible for overseeing and supporting the statutory annual report and accounts process through proactive administrative support, note taking , effective management of following up actions with owners and drafting report outcomes as directed.
	<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 overseeing of the workload through the Corporate Governance responsibility matrix and Departmental Plan. ✚ Taking on specific lead activity including (but not limited to) research, audits, translating and advising on relevant information, drafting position statements, 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 and associated technical knowledge, together with a relevant knowledge base and the continually changing business within which it 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</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 option appraisal to support solution management.
	Financial authority	None