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| **ROLE DESCRIPTION:** Head of Governance and Business Development | | |
| **Reports to:**  Chief Executive | **Responsible for:** | |
| HR Co Ordinator |  |
| **Role purpose:** | | |
| To be accountable for the effective delivery, development and management of the highest standard of governance, and business support and development and the provision of general corporate services advice across the company.  Developing and implementing governance, regulation, risk management, HR, Communications, internal audit and data protection strategies  Provide leadership and management for the Governance and HR Team responsible for delivering governance and business support services to ensure innovative, customer focused, cost effective services are designed, delivered, monitored and continually improved.  Act as a full member of the IDS Corporate and Senior Management teams, encouraging collaboration and enthusiasm for the effective management of IDS, inspiring a culture that delivers results and service excellence, and promotes IDS values. | | |
| **Key responsibilities:** | | |
| **Leadership:** | | |
| 1. As a member of Corporate Management Team, contribute to the future direction and success of the organisation through the delivery of governance and business support and development services. 2. Provide effective leadership, management, motivation and support for colleagues, creating an environment that enables everyone in the Governance and HR Team to perform at their best. 3. Develop and maintain key external relationships with all relevant bodies, networking effectively nationally and regionally in support of IDS’s strategic objectives. 4. Act as a role model for IDS’s values and culture, developing and embedding a coaching style of leadership, ensuring that all employees are supported and engaged in the delivery of IDS-wide and team objectives. 5. Support and embed structural and cultural business change and service improvement, through collaboration, development and implementation of service strategies and plans. | | |

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| **Delivery:** |
| **Strategy**   1. Develop, implement and maintain IDS’s Governance policies and procedures supporting activities that meets the requirements of the regulator and other statutory obligations. 2. Develop, implement and maintain IDS’s Communications strategy, policies and procedures supporting activities in support of IDS’s Strategic Plan 3. Develop, implement and maintain IDS’s people management strategy, policies and procedures 4. Support the Director of Finance on the management of the Risk and Assurance Framework. 5. Develop, implement and maintain IDS’s Business Continuity plan.   **Governance and risk responsibilities**   1. Ensuring the highest standards of Board and committee support in terms of recruitment, induction, appraisal and development of members; coordination and forward planning of business; servicing and recording of meetings; and maintaining an appropriate delegatory and constitutional framework. 2. Develop and manage a system of corporate assurance and reporting to the Executive Team, Board, Audit Committee and external regulators in respect of good governance and regulatory standards. This includes and combines specific responsibility for:  * An effective and strategic approach to corporate risk management; * Effective arrangements for internal audit; * Maintaining and embedding governance policies and procedures to ensure probity, integrity, openness and accountability of decision making; * Self-assessment and improvement against regulatory standards, ensuring the quality and accuracy of regulatory returns and preparing for periodic In-Depth Assessment by the housing regulator; * Self-assessment and improvement against National Housing Federation and other relevant codes of governance. * Manage a compliance register to ensure that IDS complies with statutory, regulatory and other requirements. * Ensure that IDS is aligned to, and operates within, all regulatory guidance, statutory and legislative requirements * Be a key point of contact and maintain a strong relationship with the Regulator * To be the designated person in respect of regulatory and compliance obligations such as GDPR data controller, whistleblowing procedures etc. * Provide high quality company secretarial services  1. To maintain effective insurance and claims arrangements for IDS.   **Budgets**   1. Be accountable for the delivery and management of budgets within the Governance function.   **Management**   1. Provide clear leadership and direction to any staff within the HR, Communications and Governance functions. 2. Directly line manage any posts within the Governance function including holding one to one meetings and conducting performance reviews with direct reports. 3. Encourage, promote and participate in cross functional working between teams and directorates across IDS. |
| **Organisation wide:** |
| 1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value. 2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation. 3. Ensure that services within the department fully comply with all organisational policy and procedures. 4. Ensure that risks within the directorate’s activities are identified, removed or minimised. 5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied. 6. Responsible with the Leadership team for the effective supervision and utilisation of IDS assets. 7. Promoting the values of IDS at all times and demonstrating a high level of commitment to diversity and inclusion. 8. Ensure that IDS complies with all legal, regulatory and health and safety requirements. |
| The Head of Governance role is part of IDS Corporate Management. As with all senior management positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop |

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| **PERSON SPECIFICATION: NAME** |
| **Experience and qualifications:** |
| 1. A record of demonstrable achievement, at a senior level in a regulated environment, in the delivery of governance, risk and corporate services 2. Experience of managing significant technical and organisational change 3. Experience of working in partnership with internal and external stakeholders to deliver excellence 4. Experience of collaborating and working as part of an effective leadership team 5. Experience of research, analysis and report writing to present papers to Boards, senior leadership meetings, committees and external bodies 6. Track record of developing and sustaining effective partnerships 7. Educated to degree level or equivalent work experience 8. Evidence of continuing professional development |
| **Knowledge:** |
| 1. Thorough understanding and knowledge of the areas for which the role is responsible; governance, risk, company secretary, audit, compliance, HR & Communications 2. Knowledge of current and future challenges facing Governance and other corporate service areas under the remit of this role 3. Comprehensive working knowledge of governance and risk services |
| **Skills:** |
| 1. Leadership skills and the ability to coach, motivate and engage others 2. Ability to manage departmental budgets within tight controls 3. Ability to think strategically and gather data to support decisions 4. Ability to interpret and analyse financial information and complex data 5. Ability to identify and manage risks and make sound judgements, whilst not being risk averse 6. Ability to lead and manage a small multi-disciplinary team 7. High level of written, presentation and interpersonal communication skills with the ability to influence a variety of audiences 8. Able to use and take advantage of new technologies to work in a modern office environment. |
| **Attributes:** |
| 1. Transparent and open, acting with integrity and able to build high levels of trust 2. Committed to diversity and inclusion 3. Champions innovation and encourages ideas 4. Resilient and able to work under pressure 5. Collaborative and inclusive |