

# ROLE **PROFILE**

**JOB TITLE:** Governance Business Partner

**REPORTING TO:** Head of Governance

**AREA OF RESPONSIBILITY:** Governance

**JOB FAMILY:**

**TEAM:** Governance

## **JOB OVERVIEW**

Support the Head of Governance provide strategic corporate governance advice and operational company secretarial support to both the Boards, Committees, and the Executive, establishing and maintaining the highest standards of governance at all times.

Supporting the delivery of the Governance Framework, the policies and processes that support it, and the compliance to it.

Provide efficient and effective secretariate services

## **ABOUT THE ROLE**



**FUTURE  
FOCUSED**



**WORK  
TOGETHER**



**ACT  
WITH CARE**



**MAKE A  
DIFFERENCE**

We have big plans driven by our priorities and underpinned by our values and principles. We don't focus simply on what we do – how we do it is equally important. It's the way we work.

Your main responsibilities will include:

- Provision of Board member services to the Group.
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- Provide Board and Committee administration services to the group in line with agreed corporate standards adopting a business partnering approach. Producing top quality minutes.
- Providing day to day advice to your business customers, understanding the committees work and supporting lead officers delivering the Board or committees work plan.
- Responding to internal customer requests for information and support.
- Support delivery of the Group's legal and regulatory compliance framework.
- Support the Head of Governance on application of the Governance Framework.
- Corporate administration services, Invoice processing; archiving for the team, reviewing existing archiving arrangements, and ensuring they are kept up to date and are fit for purpose; supporting the signing and sealing of legal documents;
- Deal with correspondence and telephone enquiries from external parties e.g. the RSH, and shareholders.
- Develop and maintain policy and procedure guidance for activities undertaken in the Governance team.

## WHAT WE ALL NEED TO DO

- To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.
- We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.
- Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.
- We thrive in an inclusive environment, where everyone is valued.
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.
- From time to time you may need to undertake other tasks commensurate with your role.

## PERSON SPECIFICATION

### Person Specification:

**Assessment Key:** AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	Relevant degree, or significant technical and specialist governance experience	
Experience and knowledge	Competent and quality minute taking experience required. Experience of working in a regulated environment, with Codes of Governance	
Skills and abilities	Excellent communication and analytical skills  Accurate database skills  Excellent attention to detail and strong organisation/time-management skills  Ability to manage multiple deliverables in a complex setting Ability to work sensitively with confidential information	
Personal qualities	Ability to build and create Key Relationships (internal/external) Colleagues, Board members and customers  Strong interpersonal skills including an ability to interact effectively at all levels in the organisation	
Other	•	

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