

Building homes,
independence
and aspirations



Job Profile

Job Title	Governance Business Partner
Reports to (job title)	Governance & Risk Manager
Job Reference No.	HOMEJD960

The job in a **nutshell...**

You support the Governance and Risk Manager in helping the Group maintain a strong governance environment by taking responsibility for audit requirements, supporting governance policy development and maintaining key registers and legal / regulatory return processes. You'll maintain a customer focused service and develop very strong links with stakeholders at all levels to maximise the collaboration of this role, ensure good governance and effectively support board, committee and management meetings.

What **success** will look like...

Effectively supporting the Governance and Risk Manager to develop and review governance policies and processes in line with our strategy. This is achieved by being proactive in forecasting and responding to new legislative and regulatory requirements, ensuring that the Senior Management Team, Executive and Board are kept up to date and relevant processes are updated and continuously improved to drive compliance.

Stakeholder relationships are strong and established, and our colleagues receive prompt, clear and reliable governance support and advice. This includes developing a close working relationship with Executives, Boards, Chairs and committee members, acting as key point of contact and dealing with issues quickly and effectively.

Working collaboratively with the Governance & Risk Manager to ensure compliance, completion and submission of annual returns to Companies House for dormant companies and to FCA for Home Group. This includes maintaining registers for Declaration of Interest, Gifts and Hospitality Payments and Benefits.

Collaboration with internal and external stakeholders is regular and effective to enable early intervention and effectively manage and mitigate risk. This includes maintaining and updating the group wide Asset & Liability register, and working with teams to monitor and ensure individual register owners comply with prescribed reporting requirement

Carry out horizon scanning for regulatory changes relevant to Home Group and support gap analysis work which identifies corrective action needed, tracking through to completion.

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Effectively support with fraud & bribery investigations reported to the Governance team, working with Assurance services to make recommendations to the Head of Governance and Risk, and Audit Committee.

Be primary contact for collation of whistleblowing complaints, determining appropriate escalation routes through the business and establishing appropriate investigative teams as appropriate. Prepare annual report for Audit Committee identifying instances and themes of whistleblowing reports made during the year.

Ensuring Board, Committee and Subsidiary meetings are well prepared for, run smoothly and ensuring any agreed follow up actions are captured and implemented. This is achieved by maintaining a calendar of Board, Committee and Subsidiary meetings, assisting in the preparation of relevant agendas in collaboration with senior management and Executive team and ensuring agreed actions are captured and followed up.

Ensuring Board and Committee members are effectively recruited, appointed and inducted by monitoring, collation, completion and filing of documentation for Companies House, FCA, HCA, and CQC.

You'll already have these **brilliant** skills, qualifications and knowledge...

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Transferable skills

- **We are organisers and drivers**
- Be positive and enthusiastic to drive work forward
- Have the confidence to challenge performance or behaviours not in line with our values
- Use performance information to drive improvements in service to customers

- **We know how the world works and our place in it**
- Take ownership for understanding the external influences on Home Group and what our competitors are doing
- Understand the direction we are taking and explain the reasons behind the key decisions
- Take responsibility for making sure your knowledge is up to date, read and listen to updates about our sector and internal communications

- **We have an eye for detail**
- Uses performance information to drive improvements
- Using and recording information accurately and timely
- Applying legislation working within policies and procedures

Technical qualifications, experience and knowledge

- **Knowledge and experience of GDPR legislation and commercial law.**

- **Awareness of the principles of effective governance, risk mitigation and risk management and experience of applying this understanding pragmatically in support of boards and committees.**

- **Relevant board and/or company secretarial support experience.**

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Existing knowledge of the Housing and Care & Support market sectors and of Home's external relationships.

Appetite to develop your skills by working towards a relevant governance, company secretarial (or similar) qualification.

Excellent IT skills, with thorough working knowledge of Microsoft Office (particularly Outlook, Teams, Word, Excel and PowerPoint) to facilitate management of physical and virtual meetings.

Ability to exercise discretion in dealing with confidential or sensitive matters and be able to deliver difficult messages with diplomacy and tact.

Excellent information management skills and ability to develop and manage systems for recording and storing information and data

Ability to co-ordinate and quality assess complex and detailed Board papers with a high degree of accuracy and to a high quality of presentation.

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Experience of complex diary management and handling a wide range of activities and prioritising these effectively.

We're all **accountable** for..

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff..

You'll be a budget holder? No Yes

You'll manage people? No Yes

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional Regular Frequent



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