



PROGRESS HOUSING GROUP

JOB DESCRIPTION

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| Post Title: | Governance and Risk Assistant | Grade: | 5 |
| Department: | Finance and Governance | Post No: | [] |
| Responsible to: | Head of Governance & Deputy Company Secretary | Location: | Sumner House/ Agile |

Job Summary

Reporting to the Head of Governance & Deputy Company Secretary, the post holder will support the Group to achieve excellence in governance by managing and overseeing the governance administration function within the Group, ensuring the non-executive directors and trustees are supported to fulfil their duties.

The post holder will work alongside the Head of Governance & Deputy Company Secretary providing a company secretarial service to all companies within the Group, in line with the governance framework and best practice ensuring compliance with all legal and regulatory requirements.

They will also work with the Business Assurance Team by providing administrative support where required. They will also act as a super user for the Group's risk management system, providing support to the Business Assurance Team and also others across the Group to ensure the system is used effectively.

Duties and Responsibilities

Committee and Board Services

1. Providing administrative support to the boards and relevant committees within the Group, including preparing agendas, collating reports and distributing them in a timely manner.
2. Attending meetings and preparation of accurate minutes in line with the governance framework.
3. Supporting the non-executive directors and trustees in fulfilling their duties.
4. Ensuring that key decisions, relevant supporting information and actions from meetings are communicated to appropriate managers and staff and followed up where required.
5. Circulating information and relevant briefings to non-executive directors outside of board meetings.

Corporate Governance and company secretarial

6. Provide support to officers and board members on governance issues.
7. To be aware of and promote good practice in relation to board governance and ensure that non-executive directors, staff and involved customers comply with the governance framework.
8. Provide support to and assist the Head of Governance and Deputy Company Secretary in maintaining company records and ensuring compliance with legal and regulatory requirements, including (but not limited to):
 - Administration, monitoring and providing advice on the Group's delegatory framework, standing orders, code of governance, and code of conduct
 - Maintenance of all statutory records and registers, including gifts and hospitality and declarations of interest
 - Collation and maintenance of compliance information which feeds into the Group's compliance reporting framework.
9. Such other duties as may arise from time to time in the area of corporate governance and company secretarial function within the Group, including deputising for the Head of Governance and Deputy Company Secretary where appropriate.

Administrative services

10. Supporting the administration of the lifecycle for all board members and trustees including the maintenance of accurate records.
11. Provide administrative support for non-executive directors and trustees including booking courses and events, arranging travel and accommodation when required.
12. To provide support for other members of the team in their absence.
13. Develop proactive and positive working relationships within the Group to assist in the smooth function of governance administration services.

Business Assurance Support

14. Provide administrative support to the Business Assurance Team (which consists of Internal Audit, Fraud, Risk Management, Business Continuity, Insurance and Data Protection). This will include (but will not be limited to):
 - Arranging meetings, preparing agendas and distributing reports within an agreed timeframe;
 - Assisting the internal auditors with the testing of transactions during individual audit assignments;
 - Supporting the Insurance Manager during the annual insurance renewal process;
 - Recording of data protection information in relevant databases.
15. Become a Pentana (Risk Management system) super user, inputting operational and strategic risk data, designing and running reports, and acting as a point of contact for staff across the business for any Pentana system related queries.

Other duties

16. Administer the external audit process undertaken in line with the Group's ISO 9001 management systems accreditation and support staff to provide relevant evidence to maintain compliant status.
17. Support the Group's approach to digital delivery of all governance documentation and provide support for the board IT system.

Corporate Responsibilities

18. Work in line with the Group's core values
19. Participate in the Group's Personal Review and Development Plan (PRDP) process.
20. Comply with the Group's Equal Opportunities, Customer Care and Health and Safety policies. All colleagues are responsible for taking care of their own health and safety and that of others who may be affected by what you do at work. Colleagues must not misuse anything provided in the interests of health and safety, or bring items from home for use at work; unless specifically authorised to do so. You must comply with the Group's Health and Safety Policy which describes specific health and safety responsibilities for this post, within its appendices. Further information is available from the Group's Health and Safety Team upon request.
21. Undertake any additional learning and development considered relevant to the performance of the duties of this post and in furtherance of the Group's objectives.
22. Adopt a corporate, coordinated and co-operative approach to working.
23. Any other duties to reflect the changing workloads and priorities within the department

Signature:

Date:

PROGRESS HOUSING GROUP

PERSON SPECIFICATION

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| Post Title: | Governance and Risk Assistant |
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| Department: | Finance and Governance | Post No: | [] |
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| CRITERIA | ESSENTIAL/ DESIRABLE | METHOD OF ASSESSMENT |
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| <u>QUALIFICATIONS</u> | | |
| 1. Current valid driving licence | E | Application |
| 2. NVQ3 in Business Administration / Business and Finance, equivalent or higher | D | Application |
| <u>EXPERIENCE</u> | | |
| 3. Demonstrable experience of managing board and committee administration work and of close working with board and executives. | E | Application/interview |
| 4. Experience of taking minutes and detailed notes and supporting itemised, confidential meetings | E | Application/interview |
| 5. Strong experience working with IT systems and very comfortable using Microsoft Word, Excel, PowerPoint and Adobe Acrobat pro. | E | Application/interview |
| 6. Experience of proof-reading documents with attention to detail | E | Application/interview |
| 7. Experience of personal and professional development, training and continuous learning | E | Application/interview |
| 8. Experience of working within an internal audit, risk management or business continuity team | D | Application/interview |
| <u>PERSONAL QUALITIES</u> | | |
| 9. Highly literate and articulate | E | Assessment |
| 10. Excellent interpersonal and communication skills with the ability to work at all levels within the Group, including at board and senior executive level. | E | Application/interview |
| 11. Able to work on own initiative, without supervision and manage time effectively, working to deadlines, ensuring work is prioritised accordingly | E | Application/ assessment |
| 12. Tolerance, tact and diplomacy, with respect for the confidential and sensitive nature of information. | E | Application/ assessment |
| 13. Ability and motivation to learn new ways of working quickly, including new IT systems | E | Application/interview |

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| 14. Enjoys accuracy and attention to detail | E | Application/ assessment |
| 15. Flexible approach to working hours, particularly when attending board and committee meetings | E | Application/interview |
| 16. Willingness to continue to learn and progress in role, including formal training as required. | E | Application/interview |