**What’s it all about**

**Governance & Risk Directorate**

**Director of Governance & Compliance**

Working across all Directorates and reporting into the Chief Governance & Risk Officer, you will oversee all governance arrangements across the Notting Hill Genesis (NHG) Group, ensuring all registers and regulatory returns, company or otherwise, are accurate and submitted on time, and be a point of contact with respective regulators and stakeholders. You will work alongside other Directors, as part of the Senior Leadership Team (SLT) to ensure that our people have the right training and competence in place to do the right thing for our customers and regulatory obligations.

**How you’ll make a difference**

You will deliver a framework that evidences compliance with Regulator of Social Housing Regulatory Standards, chosen Code of Governance, and take action to ensure the group complies with all applicable regulation and legislation including data protection arrangements. You will be at the forefront of emerging policy, disseminating good practice across the group, partnering with the Executive Board (EB), SLT, HR and Learning and Development to oversee the training and competence of colleagues. You will oversee shareholding arrangements as well as support NHGs customer engagement functions through the provision of governance secretariat or other support.

**How you’ll do it**

* Act as Company Secretary across the NHG Group as may be required and supporting delivery of other critical nominated roles including but not limited Data Protection Officer, Money Laundering Reporting Officer as may be required.
* Develop and embed a robust governance framework to ensure compliance with the Social Housing Regulator’s Standards, ensuring that we can robustly evidence this to the Regulator of Social Housing.
* Deliver the Board & Committee Workstream as set out in the RSH approved NHG Regulatory Compliance Plan (RCP) and ensure ongoing and continuous improvement in the governance and compliance activities of the group beyond.
* Provide a focal point for the organisation’s governance, compliance and data protection arrangements, and oversee the provision of all related support services, managing and maximising value for money from the efficient and effective use of resources, inhouse and/or externally as well as ensuring the effective instructions of solicitors on all legal work in accordance with policies and procedures.
* Be accountable for relevant governance, whistleblowing, counter fraud and financial crime, and data protection business activities, managing the relevant teams, and giving assurance that appropriate controls are in place and being adhered to across NHG.
* Overseeing investigations as required and, where appropriate, liaising with external agencies.
* Work collaboratively with the EB, SLT and other key stakeholders to promote and deliver robust risk management across governance and compliance arrangements in line with best practice.
* Lead on the development of new policies and procedures and ensure existing ones are updated.
* Keep up to date with emerging regulation and legislation and advise on changes and best practice.
* Develop excellent relationships across the group to help support colleagues to deliver on the outcomes of the corporate strategy.
* Represent NHG at external meetings and build relationships with key external stakeholders.
* Collaborate with HR to design and implement effective recruitment, induction and training programmes.
* Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
* Hybrid arrangements - at **least three days a week in an office.** On other days, working from home may be possible, depending on the work and the interaction required.

**Key Responsibilities**

**Governance & Compliance**

* Promote high standards of corporate governance ensuring the Group meets its legal, governance and regulatory obligations
* Update company rules, standing orders, terms of reference, schemes of delegations, codes of governance or governance and legal policies for consideration and approval by the relevant decision-making body. Ensure strategies, policies, procedures and service agreements are regularly reviewed and revised in line with best practice and NHG’s governance framework.
* Report to Board(s), Committees, EB and/or SLT on progress against action plans or other regulatory reporting requirements.
* Provide oversight and challenge in the co-ordination of the annual self-assessment of compliance with the Regulatory Standards and Gode of Governance, or other returns.
* Being appointed to act as Company Secretary or Deputy Company Secretary, Data Protection Officer and Money Laundering Reporting Officer as may be required.
* Support the Board and Committees in succession planning, recruitment, induction, training, and performance appraisal.
* Overseeing the effective secretariat of the Boards and Committees to meet the needs of the group, board members and legislative / regulatory / governance requirements.
* Oversee the statutory administration of NHG and its subsidiaries including ensuring statutory records are maintained and timely and appropriate filings with Companies House, HMRC, and FCA etc.
* Undertake special investigations in cases of suspected fraud, misappropriation, data protection breaches or other irregularities. This may include the interviewing of relevant staff or other stakeholders where relevant.
* Ensure compliance with relevant legislation including UK GDPR, money laundering, whistleblowing, antibribery, anti-fraud, FCA consumer credit, and data protection legislation.

**Strategy & Policy**

* Oversee NHG’s governance framework for strategies, policies and procedures.
* Monitor the external environment, horizon scanning, assessing development in government policy at national and local level, as well as changes in guidance and best practice issued by regulators, professional associations, membership groups and other bodies.
* Ensure that expert advice and guidance is delivered to develop and implement strategic policies, practices and action plans.
* Work with the EB and SMT to ensure that we have actionable insight to shape our response to the current and evolving local and national policy environment, disseminating results and recommendations to drive service improvements.
* Ensure that NHG has appropriate policy framework in place to meet regulatory requirements and to assist the organisation with its operational goals.

**All about you**

**Behaviours for success**

Our values set out what we stand for. You’ll need to show us how you match them and how you’ll behave to ensure those are visible when carrying out your work.

* Compassionate • Inclusive
* Progressive • Empowered
* Dependable

For each value, we’ve created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](https://www.nhg.org.uk/media/npznkx1o/values-and-behaviours.pdf). This role is at **leadership** level and a people manager role. Please [refer to our people manager standards](https://www.nhg.org.uk/media/luyjjrvl/people-manager-standards-2.pdf).

**Essential knowledge, experience and skills**

* Experience in senior leadership roles in highly regulated environments.
* Proven experience of design, build and successful implementation of governance frameworks.
* Chartered Company Secretary or equivalent qualification.
* Experienced in leading data protection, fraud and other compliance functions.
* Expert knowledge of the relevant legislation, statutory and regulatory requirements and the environments in which they operate.
* Evidence of working in an environment of managing & mitigating risk.
* Leadership skills to engage, motivate and grow talent, building a culture of high performance.
* Experience in training and competency. frameworks and evidencing these to ensure colleagues are best equipped & compliant.
* AdvancedIT and systems skills including Microsoft office.