**Yorkshire Housing Role Profile**

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| **Job title:** | Governance Advisor  | **Leader of others:** | No |
| **Reports to:** | Governance & Compliance Manager  | **Contract type:** | Perm  |
| **Business Area** | Governance  | **Budget holder?** | No  |

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| **Job purpose** |
| To ensure the delivery of excellent governance services by advising and supporting the Group’s Board and Committees and ensuring that Yorkshire Housing meets its Governance and regulatory requirements. |

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| **Key responsibilities** |
| **Board and Committee Meetings** * Assisting agenda setting with Executive Directors and respective Chairs, managing report submission timescales, circulating meeting papers and following up on outstanding actions and ensuring this is carried out to timescales.
* To be the lead for your respective Committees/Boards and ensure that meetings run smoothly and Members are provided with relevant documentation to assist them in their roles.
* Produce timely and accurate minutes for your respective Committees/Boards.
* Providing advice, support and guidance to report writers and to the Board and committee members to ensure clear communication, effective decision making and compliance with statutory and regulatory requirements
* Establishing and maintaining close and positive relationships with Board and Committee Members, acting as the first point of contact for queries and advice
* Providing support for Members. This will include organising recruitment, collective and individual appraisal, the induction and training programme, succession planning, payment and monitoring of Member expenses, and setting the meetings timetable.

**Governance** * Supporting the organisation with ensuring compliance with our Regulatory Standards and chosen Code of Governance, including the development of procedures which ensure compliance.
* To support in self-assessment reporting against our Regulatory Standards and Chosen Code of Governance.
* To provide support with any Governance Reviews and Regulatory In-depth Assessments.
* Providing guidance and support to the business on all matters relating to Governance.
* To maintain and support colleagues on the Policy and Strategy Framework. Ensuring policies are fit for purpose, reviewed in a timely manner and approved in accordance with agreed delegations.
* Supporting our contract management process by facilitating the Signing and Sealing process.
* Ensuring timely and accurate submission of regulatory and statutory returns. This includes supporting the Company Secretary on matters such as directorship changes and confirmation statements at Companies House.
* Drafting governance reports for Board and Committee Meetings.
* Support delivery of Annual General Meetings.

**Other** * Maintaining the governance information published on the internal intranet and Yorkshire Housing website.
* Ensuring confidentiality and security of information is maintained at all times and in accordance with GDPR requirements and our internal policies and procedures, exercising discretion as appropriate.
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| **What you’ll bring to the role** |
| **The main things:** |
| * Experience in advising Board and Committee Members on governance arrangements and interpreting rules/articles/scheme of delegation
* Able to maintain strict confidentiality, demonstrating integrity and discretion at all times
* Experience in taking professional, high-quality minutes
* A team player for Governance and the wider business with the ability to influence and engage with customers, colleagues and partners at all levels
* Thorough and accurate approach to work and record keeping
* Confident, helpful and enthusiastic attitude with the ability to build positive relationships
* Demonstrate leadership-in-waiting skills
* Able to work collaboratively, put our customers first and can use initiative to make things happen
* A problem solver with innovative ideas and a proactive approach to all activities
* Excellent planning, attention to detail, organised and motivated with the ability to work under pressure, deliver to strict deadlines, agreed goals and manage conflicting priorities
* Eagerness to develop own skills and adapt to change
* Personal values and approach that align with YH’s values
* Ability to work flexibly in line with Hub, Home and Roam principles and to work outside normal office hours as work demands (Committee meetings are usually held late afternoon/ early evening)
* An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.
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| **It would be a bonus if you have:** |
| * Experience of using electronic board pack applications, such as Convene etc.
* Experience of providing governance services within the housing sector
* Qualification in committee administration and/or governance
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| **Our values:** |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work. **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.**Be curious** • Think differently • Ask questions • Keep learning.**Make it happen** • Own it • Do it • Be empowered.**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.**Have fun** • Enjoy work • Be yourself • Stay connected.We want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles.  |