

Yorkshire Housing Role Profile

Job title:	Governance and Regulatory Compliance Manager	Leader of others:	Yes
Reports to:	Head of Governance, Risk & Assurance	Contract type:	Agile Homeworking
Business Area	Governance	Budget holder?	Yes

Job purpose

Collaborating with our Head of Governance, Risk and Assurance, you will be responsible for the management of the operational governance framework across the Group. You will oversee the annual cycle of governance activities which includes ensuring compliance with our regulatory and statutory obligations; collaborating with other areas of the business on Governance compliance issues.

Key responsibilities

Leadership

- Lead Yorkshire Housing's Governance and Company Secretariat, support the Executive Directors by ensuring decision making is well informed by appropriate Governance, analytics, identifying risks and mitigation options.
- Seek and introduce new approaches and drive continuous improvement of all aspects of financial governance, regulation and legal compliance.
- Work as part of the Governance Team, driving change and innovation in the Governance arena. Looking ahead to the next 2-5 years at Governance and Regulatory opportunities and risk to enable long-term planning.
- Drive continuous improvement and a culture of learning across all governance and regulatory compliance activities, identifying potential risks and actions to mitigate against them. Bring teams together to work towards common goals.
- Lead and manage your team to ensure that they are appropriately motivated and developed and so that they carry out their responsibilities to the required standard.

Expertise

- Provide guidance and expertise on governance matters to the Board, Committees, Executive and Directors, as required, building strong relationships with these senior stakeholders.
- Ensure all relevant governance and compliance related policies and procedures are monitored and maintained and kept up to date.
- Ensure the Policy and Strategy registers are regularly reviewed and updated, liaising with Policy and Strategy leads to ensure they regularly review and update these in their areas.
- Provide assurance reports to the Executive Team, Directors, Committees and Boards as appropriate, demonstrating YH compliance with all relevant regulations and law.
- Preparation and monitoring of annual budgets to ensure value for money and that the right financial targets are set to enable us to comply with governance requirements and then to keep to budget consistently.

Performance

- Ensure the right performance measures are in place to measure and deliver current and future performance outcomes across the Governance, and Regulatory Compliance Team and that these are achieved.
- Keep up to date with good practice in Governance and Regulatory compliance, recommending and implementing changes so that we continually improve.

- Set clear expectations of all individuals, discussing performance regularly to motivate and live our culture and values.

Communication and engagement

- Lead and manage communications within the team and more widely support the Head of Governance, Risk and Assurance.
- Manage the information flows that exist between the Boards and Committees and ensure that meetings are properly governed and serviced.

What you'll bring to the role

The main things:

- Being customer focused or as we say at YH "Customer Obsessed" with a willingness to learn, develop and continuously improve the customer's experience.
- Highly motivated and organised, you will be inquisitive, proactive, enthusiastic and able to influence at a senior level.
- Excellent communication and interpersonal skills, able to work collaboratively as well as independently and present complex information clearly without diluting the meaning
- Possessing strong people and leadership skills, you will be adept at inspiring and developing the team around you, ensuring high levels of performance.
- Experience of managing people being a natural coach, able to direct and lead through others and inspire and develop the team and other colleagues to perform to their best.
- Confident, independent and effective decision maker
- An excellent understanding of the challenges facing the housing sector, and the regulatory and legal frameworks we operate within.
- You will have achieved success in working within a governance or compliance environment within an SME, be used to working with confidential and sensitive material professionally. You will be a natural innovator, a strategic thinker, and someone that thrives in working in a complex and fast paced changing environment.
- Experience of successfully managing Board and Committee administration and supporting the needs of Members or equivalent with empathy.
- Experience of managing budgets and controlling expenditure
- Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities
- Legislative knowledge with awareness of current changes as they relate to the Regulator of Social Housing, the Financial Services Authority, Companies House and the Charities Commission
- Knowledge of governance arrangements and up to date recommendations on best practice
- Ability to work autonomously and the energy and enthusiasm to drive forward initiatives and implement change with sound judgement and the ability to think logically and problem solve.
- Evidence of personal development, 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 including ability to work in the evenings on a regular basis and at weekends as required
- An understanding of and commitment to Equality, Diversity and Inclusivity and how this is applied through all YH's activities.

It would be a bonus if you have:

- Experience of Company, Co-operative & Community Benefits Society company secretarial administration
 - Relevant Professional qualification, e.g. Chartered Governance Institute
 - Knowledge of RSH Regulatory requirements and recommendations
- Evidence of ability to lead and develop others

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.