

## JOB DESCRIPTION

<b>Job title:</b>	<b>Group Governance &amp; Risk Manager</b>
<b>Grade:</b>	<b>Grade POC starting at £52,032</b>
<b>Immediate superior:</b>	<b>LHC Group Managing Director</b>
<b>Responsible for:</b>	<b>Governance, Legal, Quality &amp; Risk</b>
<b>Location:</b>	<b>Uxbridge Office – with flexibility to combine home / office working</b>

### Principal aims of LHC

- LHC provides specialist technical and procurement products and services that help contracting authorities (LHC Clients) and building contractors and suppliers (LHC Appointed Companies) to deliver publicly funded building projects on time and on budget, and in doing so deliver better buildings and homes that enhance local communities.
- LHC engages with LHC Clients and LHC Appointed Companies through five Regional Business Units (RBUs), supported by a Group Procurement Team which develops and markets the LHC range of products and services.
- A Group Services Team provides the platform of financial, IT & Change, HR and legal services for the whole LHC Group.

### Our Vision and Mission

*“Improving lives and places through quality procurement solutions”*

We improve lives and places through:

- The impact of our products and services
- The social value generated through our community benefit funding and activities

### Main purpose of the job

- The Group Governance and Risk Manager will lead the Governance function to ensure the delivery of excellent governance arrangements within LHC Procurement Group
- To lead the creation of a culture that ensures good governance and risk management runs throughout our activities, supporting the business to understand and adhere to our regulatory requirements.
- Constantly review and advise Group and Board on compliance with all regulatory requirements, codes of practice, and legislation.
- Manage the Group Risk Register ensuring all business risks are regularly reviewed and effectively mitigated via effective internal controls.
- Act as Data Protection Officer (DPO) for the group

## Specific responsibilities of the job

- Lead (under the direction of the Board and Group MD) the review, maintenance and application of the Group's governance requirements.
- Be a focal point for LHC governance, supporting the LHC Board to discharge its duties compliantly and professionally
- Ensure that all reporting required for governance purposes is carried out in accordance with the relevant governance code/s.
- Advise and assist the Board in complying with all their legal and regulatory duties
- Lead an annual assessment of the effectiveness for each Committee in line with the Terms of Reference.
- Regularly review and assess (under the direction of the Board, Group MD and Audit and Risk Assurance Committee) the risk management strategy and strategic and operational risk registers for the Group, highlighting risk early warning indicators to the Senior Team, Committees and Board.
- Oversee the risk and quality management functions ensuring that the Group risk register is regularly reviewed and updated by all parts of the group and is an active and proactive management tool.
- Provide training, support and advice in regard to risk management.
- Co-ordinate updating of risk registers and prepare reports for the Board, Audit and Risk Committee and Senior Management Team as required.
- Develop and manage implementation of the assurance framework and audit arrangements. Review sources of assurance and undertake regular assurance checks, reporting on outcomes and making recommendations as appropriate.
- Develop and manage a Board induction process which harnesses the culture of LHC PG alongside training in key areas of governance for new members
- Lead on the design and roll out of annual Board member appraisals and skills assessments in conjunction with the Chair, and independent advisors as required.
- Working with the Executive Assistant, manage the provision of all aspects of the Company Secretariat services including Board and Committee meeting calendars, associated work-plans and preparation for future meetings.
- Working with the Executive Assistant ensure the taking of accurate minutes for Board and Committee meetings, manage action point completion from minutes of Board and Committee meetings. Maintain accurate and up to date information on Board members
- Where required co-ordinate submissions to Companies House, the Regulator(s), the Charity Commission and other relevant agencies and ensure information is updated as required.
- Administer the Internal Audit program liaising with auditors in regard to the program and recommendations, arranging reviews, circulating audit reports and obtaining management responses.

- Work with colleagues to ensure implementation of audit recommendations on time and report to the Senior Executive Team and Board/Committee.
- Manage the Group's legal provision to ensure all LHC operations comply with all relevant laws and identify any associated risks.
- Oversee the management, development, and maintenance of the LHC Business Management System to ensure that excellence is achieved in all areas of the LHC Group, safely and securely.
- Advise the Senior Team and Board of changes that may impact the business including changes to legislation, updates to Regulatory Standards and Regulatory Judgements to ensure there are adequate controls in place.
- Working closely with the Head of IT, monitor the enforcement of the Information Security Policy, including policies, standards, procedures and guidelines.
- Support the LHCPG with compliance to GDPR data protection regulations by introducing and maintaining appropriate data protection processes and guidance for staff. Serve as the main contact for any privacy inquiries.

## **Additional Support**

This profile is not exhaustive and other activities at a similar level may need to be carried out.

## **Working Hours**

Although the position is 36 hours per week and LHC prides itself on our commitment to our people's wellbeing and fostering a good work life balance; on occasion hours may be varied and/or some evening work/additional hours required to meet the needs of the business.

## PERSON SPECIFICATION

The following attributes are considered to be ESSENTIAL unless stated.

### Experience

- Experience of facilitating good governance within a values driven environment including experience of working with senior management teams, committees and Boards.
- Demonstrable understanding and awareness of governance models, current best practice and up to date legal requirements of corporate governance.
- Experience of working in a Secretariat or Governance team within a regulated environment, i.e. local authority, housing, charity, not-for-profit or public body.
- Experience of working with Corporate Risk frameworks and managing risk by supporting others across all levels of the organisation. Understanding of organisational risk management systems. (DESIRABLE)
- Experience managing and coordinating risk management activities. (DESIRABLE)
- Have experience of providing high-quality customer-focused corporate governance support to Boards and/or Committees to include: preparing agendas in line with business priorities and governance requirements; drafting, commissioning, reviewing and editing papers and reports; briefing paper authors and attendees; preparing high-quality minutes; circulating and tracking actions arising from meetings; monitoring conflicts of interests; facilitating recruitment, induction and training for members. (Essential)

### Qualifications and training

- Degree in a relevant subject, Governance qualification or relevant experience
- A strong academic background
- High level of IT literacy, adept with all current IT systems including PowerPoint, Word and Excel.

### Aptitude and abilities

- Ability to work sensitively with confidential information
- Strong organisational and time management skills
- Strong interpersonal skills including an ability to interact effectively at all levels
- Have excellent attention to detail
- Possess excellent verbal and written communication skills.
- Be a collaborative team player with a flexible approach.
- The ability to work well under pressure and deliver to strict deadlines.

### Personal qualities

- Positive and supportive attitude
- Open, honest and approachable
- Professional demeanor

## Contacts

- Internally
  - All employees, LHC Board and Committee Members
- Externally
  - Senior representatives from Member organisations
  - Senior managers of LHC appointed Companies
  - Consultants and Advisors