

**JOB PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST** | Trainee Governance Officer | **DEPARTMENT** | Corporate Services |
| **RESPONSIBLE TO** | Chief Executive Officer | **SCALE** | Starting Grade 3 (£33,887-£37,653)Qualified Grade 4 (£39,536-£43,927) |
| 1. **JOB PURPOSE**
 |
| * To support the Association’s Board of Management and Senior Management Team to ensure the Association meets its statutory and regulatory compliance obligations
* Assist the SMT to evidence the delivery of excellent performance by identifying areas for improvement or change
 |
| 1. **KEY RESPONSIIBILITIES**
 |
| * Mange the Association’s Governance Calendar with inputs to key submissions, overseeing maintenance of the Policy Register and policy requirements
* Assist the SMT to ensure the Association maintains full compliance with Regulatory Standards of governance, financial management, data protection, FOI and Equal Opportunities
* Work with other departments to ensure that the Association provides full compliance in relation to tenant health and safety obligations
* Provide advice on compliance for policy development and review
* Participate in Internal Audit planning and management
* Assist the Board of Management to ensure decision making is underpinned by robust, compliant and transparent governance principles
* Oversee the completion and submission of key submissions, working with the Association’s Business Support Analyst, with a particular focus on the ARC and the Annual Assurance Statement, ensuring evidence-based practice
* Ensure the tasks required of the Company Secretary, as set out in the Association’s Rules are appropriately discharged
* Monitor performance and compliance with the Association’s Complaints Handling Policy and where required, participate in the investigation of Stage 2 complaints
 |
| 1. **QUALITIES/COMPETENCIES**
 |
| * Commitment to demonstrating the Association’s values of Respect, Putting the Customer First, Social Values and Embracing Adaptability/Innovation in all areas of service delivery
* Display good judgement, patience and problem-solving abilities
* Excellent organisational skills, evidencing the ability to self-manage time and resources
* Display a high level of integrity and confidentiality
* Ability to work to and deliver on strict deadlines, providing detailed analysis with complex data
* Well-developed communication skills including verbal and written skills, negotiation and influencing
* Awareness of current issues affecting the Associations and the wider housing and social sectors, demonstrating ability to interpret government and Local Authority strategies and investigate relevance to AHA
* Capacity to build professional relationships
* Demonstrate commitment to continuous improvement
 |
| 1. **QUALIFICATIONS/EXPERIENCE**
 |
| **Essential:*** Educated to HNC level

**Desirable:*** Recognised qualification in Governance
* Chartered Institute of Housing (CIH) membership
* Experience of working in charity/third sector
* Good understanding of SHR’s regulatory framework
 |
| 1. **Other Information**
 |
| This is a trainee post. The salary starts at Grade 3 until the Corporate Governance Qualifications (at either degree or diploma level) are gained at which time the post will be paid at Grade 4.  |