



Job description and person specification

Job Title: Governance Manager

Reports to: Chief Legal and Compliance Officer

Purpose:

Provide an effective and efficient governance / company secretarial service which includes providing support to the LPFA CEO, Board, its committees, and the Local Pension Board. Assist and provide support to the Chief Legal and Compliance Officer in ensuring adherence to all statutory, regulatory, and constitutional requirements, and that the highest standards of probity are maintained.

Key Responsibilities

BOARD, COMMITTEES AND OTHER MEETINGS

- Provide a full secretariat service to the boards and committees in accordance with constitutional requirements. This responsibility includes scheduling and meetings organisation; forward agenda planning; co-ordination, review, and publication of the papers; recording accurate minutes and following up on action points.
- Support the CEO activities in relation to Board, committee and related activities and meetings, for example informal Board away days or training sessions.
- Administer the internal online meeting management system to include new user set up and training as required.
- Write governance related board and committee papers.
- Assist with the arrangement and reporting of board and committee effectiveness reviews, providing advice and assistance.
- Lead the annual coordination of the Board, Committee and key event calendar.

GOVERNANCE AND POLICIES

- Lead as the first point of contact for internal and external Governance and Company Secretarial queries referring any constitutional matters to the Chief Legal and Compliance Officer.
- Develop and maintain the policy framework to ensure that policies are monitored appropriately, in line with governance guidance to ensure regular review, amendment and publication to the appropriate site.



- Develop and maintain governance policies, draft briefings, and provide company secretarial guidance in line with best practice.
- Assist with the development and maintenance of key governance and constitutional documents.
- Ensure activities comply with the legislative framework within which LPFA operates.
- Assist with the co-ordination and production of the Annual Report and prepare the governance components.
- Act as the primary point of contact and maintain registers for gifts and hospitality, expenses, and declaration of interests.
- Assist with the onboarding and offboarding of LPFA Board and Local Pension Board Members and board member evaluation.
- Undertake ad hoc governance activities and projects as directed by the Chief Legal and Compliance Officer or CEO.

INTERNAL AND EXTERNAL COMMUNICATION

- Develop and maintain effective working relationships with board members, executive officers, staff and other stakeholders.
- Support the maintenance of corporate information on both internal intranet and on external website and proactively take feedback and recommend improvements.
- Monitor the legal mailbox and respond to queries where possible or pass onto the relevant person for action.

WORKING AS A TEAM

- Act as an ambassador for the LPFA Legal and Compliance Team and take an active part in team activities.
- Contribute to the team's business plan and delivery of team objectives.
- Provide support to the Chief Legal and Compliance Officer in the development and delivery of the governance framework.

OTHER DUTIES

- Undertake other duties deemed suitable for the role.



- Keep up to date with best practice in governance and undertake continuing professional development.

Person Specification:

1. Accomplished governance / company secretarial professional with good organisation skills with a high commitment to quality with focus on accuracy and excellent attention to detail.
2. A proactive, self-motivated team player who has the ability to meet multiple deadlines ensuring expectations are managed throughout.
3. Good communication skills, both oral and written, with the aptitude to deal with complex issues.
4. Some experience of drafting Board Reports and dealing with stakeholders.
5. An ability to develop and maintain good working relationships, and work flexibly across professional and operational boundaries.
6. A commitment to being customer focused and proactively supporting the achievement of organisational initiatives. As well as able to anticipate business needs and forward plan.
7. Extensive experience of minuting and managing Board and Committee meetings. Desirable knowledge of working for a local authority or other public sector organisation. Ideally, have experience of working in regulated and/or compliance environments.
8. Experience of developing governance policies, and drafting governance documents.
9. High level of numerical and writing skills and competent in the use MS office software to a high level (Word, Excel, PowerPoint, Outlook, and PDF editor) to assist in communication of key messages to facilitate decisions.
10. Experience in the use of online web-based portals to update information as required e.g. Internal intranet and board portal software.
11. The ability to understand and support LPFA's commitment to combat discrimination and promote equality of opportunity.

Required Qualification, Skills and Experience

1. Relevant professional qualification: ICSA qualified, part qualified or equivalent experience.
2. Company secretarial / governance experience including board and committee support or equivalent experience such as working closely with C-suite executives.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.