

**BUIDHEANN TIGHEADAS LOCH AILLSE AGUS
AN EILEIN SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION**

JOB DESCRIPTION

- 1. POST TITLE:** **GOVERNANCE AND COMPLIANCE MANAGER**
- 2. GRADE AND SPINAL POINTS:** Grade 8, Spinal Points 28-31
- 3. RESPONSIBLE TO:** Chief Executive
- 4. RESPONSIBLE FOR:** Health & Safety and Fleet Officer

5. JOB PURPOSE

- 5.1 To lead the Association's Governance functions by ensuring that statutory and regulatory requirements are met and providing a high-quality service to internal customers and external regulatory bodies. This includes providing governance advice and support and training to members of the Association's Senior Management, Governing Body, Sub-Committees, internal departments and staff based on up-to-date requirements, knowledge and experience. Co-ordinating and managing administrative support to The Board and Sub-Committees and providing a key role in corporate governance policy development and implementation.

The role will have dual reporting responsibilities. Job description duties which are specifically relevant to strategic priorities, elements of health and safety compliance and good governance of The Board and Sub-Committees will be reported to The Chair. All other duties that, for example, are within the remit of operational governance and compliance work will be reportable to the Chief Executive.

5.2 MAIN OBJECTIVES

To implement and monitor systems for internal data collection in order that the compliance and regulatory requirements of external bodies such as the Scottish Housing Regulator, the Financial Conduct Authority and the Office of the Scottish Charity Regulator are met. Ensuring that data is collected and submitted within the necessary timescales.

To ensure that these systems are effectively implemented, and a programme of risk review and management is in place to ensure regular reporting to Senior Management and Governing Body.

To ensure that systems for internal audit are developed, implemented and efficiently managed across the Association's whole range of activities.

To maintain good governance structures and mechanisms that reflects best practice and meet the needs of the business.

6. MAIN DUTIES

- 6.1 To develop, amend and implement, following regulatory approval, Association company Rules, when legislation or business need requires. Ensure compliance with the Rules, Standing Orders, Scheme of Delegated Authority and any other legal or regulatory requirements placed on the Association following implementation.
- 6.2 Work with Senior Managers within the Association to ensure that there are adequate systems in place for data collection, monitoring, management and reporting.
- 6.3 Co-ordinate and implement processes for the collation of information to allow periodic statutory returns and reports to regulatory bodies.
- 6.4 In conjunction with the Human Resources Manager, ensure that Association staff are all appropriately trained and familiar with the systems and procedures required for external compliance, including health and safety controls, governance and awareness of the Scottish Social Housing Charter.
- 6.5 Play a key role in providing strategic and operational governance advice throughout the Association.
- 6.6 Responsible for successful Annual General Meetings and any Special General Meetings required.
- 6.7 Participate in budget setting, monitoring and reviewing of departmental budgets and health and safety commitments.
- 6.8 Prepare Sub-Committee Terms of Reference.
- 6.9 Provide high quality support and guidance to the Finance, Audit and Risk Sub-Committee.
- 6.10 Provide regular reports to the Senior Management Team and Governing Body members on all aspects of compliance including:- risk management, notifiable events, charitable status, Annual Return on the Charter and the Annual Assurance Statement.
- 6.11 Ensure all Notifiable Events are logged with the appropriate regulatory bodies.
- 6.12 Maintain confidential recording systems for key decisions of the Governing Bodies and the minutes of Governing Body and Sub-Committee meetings where appropriate.
- 6.13 Establish and oversee the system of internal audit across all the Group's functional and operational areas which covers research of data, good practice, continuous improvement and benchmarking.
- 6.14 Ensure systems for monitoring compliance with all internal policies and procedures are in place.

- 6.15 Ensure that Board of Management meetings are run in accordance with Group policies, that minutes accurately reflect a true record of events at meetings and that papers are issued timeously to Board Members.
- 6.16 Ensure that Governing Body members are provided with appropriate training and governance support to assist them fulfilling their role on The Board or Sub-Committee.
- 6.17 Provide induction, succession planning support and other relevant training to Governing Body members of the Association.
- 6.18 Devise, prepare and maintain the Governance Suite of corporate policies, incorporating Standing Orders, Code of Conduct, Accountability, Terms of Reference and delegated authority of the Governing Body.
- 6.19 Maintain Governance Registers such as membership, office bearers, length of service etc.
- 6.20 Act as liaison between the Association and the Scottish Public Services Ombudsman (SPSO) to ensure that all information required by the Ombudsman to allow further investigation of our complaints handling is collated.

7. OTHER

- 7.1 Comply with and promote the Association's Vision and Values, Code of Conduct and professional standards by behaving in a professional manner at all times.
- 7.2 Ensure all statutory and Association regulations are followed, including SHR Regulatory Requirements, Organisational Legal Compliance, Health & Safety, Environmental Information Regulations (EIR) and co-ordination of other organisational compliance responsibilities in order to protect customers, employees and the business interests of the Association.
- 7.3 To be the named Data Protection Officer. Manage the process, co-ordination and response to Environmental Information Regulation requests, Data Subject Access Requests, Freedom of Information Requests and reporting to the Scottish Information Commissioner or Information Commissioner's Office.
- 7.4 No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those described.

8. GENERAL

- 8.1 To maintain adequate and accurate records and systems to ensure the effective and efficient delivery of Corporate and other Services' functions and to provide verbal and written reports as required.

- 8.2 To attend meetings of the Board or designated Sub-Committees as required.
 - 8.3 To undertake such additional activities related to the Association's Corporate Services functions as may be delegated from time to time.
 - 8.4 To assist in ensuring the Association meets agreed Performance Standards in relation to the delivery of Corporate and other Services' functions.
 - 8.5 To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interests of the Association.
-