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| **ROLE DESCRIPTION: Senior Business Partner (Governance, Risk and Assurance)** | | |
| **Reports to:**  Acting Head of Governance | **Responsible for:** |  |
| * Supporting the development and leading the implementation of governance, risk management and assurance frameworks * Deliver and develop governance, risk management and assurance functions across Karbon and its subsidiary companies * Co-ordinate a partnering approach to Governance, Risk and Assurance functions across Karbon | * Support the maintenance and implementation of Business Continuity plans * Supporting the Company Secretary and Assistant Company Secretary in leading governance, risk and assurance services and deputising where appropriate |
| **Role purpose:** | | |
| To be accountable for the effective delivery, development and management of the highest possible standard of governance, risk management and assurance functions, support and advice for the Directorate.  Provide leadership for the Governance, Risk and Assurance team responsible for delivering governance, risk management and assurance services, to ensure innovative, customer focused, cost effective services are designed, delivered, monitored and continually improved.  Act as a positive member of the wider Directorate Management function, encouraging collaboration across disciplines and embedding a culture that delivers results and service excellence, and promotes the Karbon values and brand.  Develop key relationships with internal and external stakeholders. | | |
| **Key responsibilities:** | | |
| **Leadership:** | | |

1. Contribute to the future direction and success of the Directorate through the delivery of governance, risk management and assurance services as a member of the Directorate Management function
2. Provide effective leadership and management for people, creating an environment that enables everyone in the Directorate’s Governance, Risk and Assurance Team to perform at their best.
3. Develop and maintain key external relationships with all relevant bodies, networking effectively within the Governance, Risk Management and Assurance arena, in support of the Group’s governance, risk management and assurance frameworks.
4. Act as a role model for the Group’s values and culture, developing and embedding a coaching style of leadership that engages people in the delivery of group-wide and team objectives.
5. Embed structural and cultural business change and service improvement, through collaboration and development of service strategies, plans, frameworks, technology and systems.

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| **Delivery:** |
| 1. Ensure the highest standards of Board and committee support, specifically in terms of:    1. recruitment support, induction, appraisal and development of members;    2. maintaining an appropriate delegatory and constitutional framework.    3. coordination and forward planning of business;    4. servicing and recording of meetings    5. quality assurance of minutes    6. providing support, advice and guidance to Board and Committee members in the carrying out of their duties. 2. Develop and manage a system of corporate assurance and reporting to the Executive Team, Board, Audit Committee and external regulators in respect of good governance, best practice and regulatory standards. This includes and combines specific responsibility for:    1. Maintaining and embedding governance policies, procedures and systems to ensure probity, integrity, openness and accountability of decision making;    2. Self-assessment and improvement against regulatory standards, ensuring the quality and accuracy of regulatory returns and preparing for periodic external regulatory assessment;    3. Self-assessment and improvement against National Housing Federation and other relevant codes of governance    4. Maintaining the Code of Conduct    5. Advising and providing guidance on processes and requirements of regulators    6. Ensuring that Company Registers are maintained    7. Ensuring that Company Returns are completed on time. 3. Support the Assistant Company Secretary to maintain an effective framework for risk management and assurance. This includes providing support for:    1. An effective and strategic approach to corporate risk management;    2. Effective arrangements for internal audit; |

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| 1. Maintenance of effective insurance and claims arrangements for Karbon Homes and its subsidiaries. 2. Maintenance of effective business continuity arrangements for Karbon Homes and its subsidiaries. 3. Develop and deliver a partnering approach to Governance, Risk and Assurance functions, and regulatory requirement, across Karbon, providing particular support to Management Team members, Heads of Service and Managers. 4. Ensure flexible support to other functions in the Governance and Integration team – specifically legal services, procurement, health and safety, information governance and data protection – including the coordination of directorate communication and links with corporate calendar processes. 5. Provide support, advice and guidance in respect of other Company Secretarial functions as required to ensure that Karbon Homes complies with all regulatory and legal obligations. |
| **Organisation wide:** |
| 1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value. 2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation. 3. Ensure that services within the department fully comply with all organisational policy and procedures. 4. Ensure that risks within the directorate’s activities are identified, removed or minimised. 5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied. 6. Responsible with the Management team for the effective supervision and utilisation of Group assets. 7. Promoting the values of the Group at all times and demonstrating a high level of commitment to diversity and inclusion. 8. Ensure that Karbon homes complies with all legal, regulatory and health and safety requirements. |
| The Senior Business Partner (Governance, Risk and Assurance) is part of the Governance and Integration Directorate Leadership and Management function. As with all management positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop. |

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| **PERSON SPECIFICATION: Senior Business Partner (Governance, Risk & Assurance)** |
| **Experience and qualifications:** |
| 1. A strong record of demonstrable achievement, at supervisory or management level, in an organisation of comparable size and complexity to Karbon Homes, in the delivery of governance and/or risk management and assurance services (E) 2. Experience of managing significant technical, organisational and systems change (D) 3. Experience of working in partnership with stakeholders to deliver excellence (E) 4. Experience of collaborating and working as part of an effective management team (D) 5. Experience of research, analysis and report writing to present proposals and business cases (D) 6. Track record of developing and sustaining effective partnerships (D) 7. Educated to degree level or equivalent work experience (E) 8. Evidence of continuing professional development (E) 9. Recognised professional qualification in the field of governance, risk management and/or assurance services (D) 10. Full, valid driving licence (D) |
| **Knowledge:** |
| 1. Knowledge of current and future challenges facing the Governance and Integration team (E) 2. Comprehensive working knowledge of governance, risk management and assurance services (E) 3. Understanding of Company Secretarial governance practices and issues (E) |
| **Skills:** |
| 1. Leadership skills and the ability to coach, motivate and engage others (E) 2. Ability to manage departmental budgets within tight controls (D) 3. Ability to think strategically and gather data to support decisions (E) 4. Ability to interpret and analyse financial and non-financial information and complex data (E) 5. Ability to identify and manage risks and make sound judgements, whilst not being risk averse (E) 6. Ability to lead and manage a small team (E) 7. Ability to build effective relationships with other stakeholders across a large complex organisation(E) 8. High level of written, presentation and interpersonal communication skills (E) 9. Able to use technology to work in a modern working environment (E) |
| **Attributes:** |
| 1. Transparent and open, acting with integrity and able to build high levels of trust (E) 2. Committed to diversity and inclusion (E) 3. Champions innovation and encourages ideas (E) 4. Resilient and able to work under pressure (E) 5. Collaborative and inclusive (E) 6. Support the development of, and actively role model and champion the Karbon vision, values and purpose (E) |