

Job description

Job Title:	Governance Business Partner
Reporting To:	Director of Finance & Resources
Based:	Head Office
Salary:	£44,147.00 per annum
Hours:	35 hours a week

Purpose

Working closely with the Alpha Senior leadership Team to ensure the effective operation, development, and continuous improvement of Alpha's corporate governance framework. The Governance Business Partner supports Board and Committee activity, drives compliance with regulatory standards, and helps embed a culture of integrity, accountability and resident-focused decision making across Alpha. This role is central to delivering governance excellence in line with the Regulator of Social Housing's expectations and Alpha's values.

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service delivery. Any changes will be discussed fully with the job holder.

Activities and Responsibilities

Core Duties

Governance & Board Support

- Work closely with the Senior Leadership team to co-ordinate all Board and Committee meeting cycles including agendas, forward plans, minutes, and follow-ups.
- Lead on the induction, development and annual appraisal processes for Board and Committee members.
- Ensure meeting records, decisions and actions are recorded accurately and are audit-compliant.
- Minute taking at meetings.
- Support the preparation and organisation of strategic events, AGMs and out-of-hours governance meetings.

Corporate Governance & Compliance

- Maintain Alpha's statutory registers, declarations of interest, gifts & hospitality, and shareholder records.
- Ensure ongoing compliance with the NHF Code of Governance and internal governance policies.
- Lead annual compliance self-assessments and support regulatory returns and statements.

Information & Policy Management

- Administer and maintain the Board portal and Alpha's governance webpages.
- Maintain up-to-date governance documents including Terms of Reference, standing orders, financial regulations, policies and procedures.
- Ensure Alpha's company seal and governance registers are used and stored correctly.

Risk & Internal Audit Support

- Support the delivery of the internal audit plan and management of audit recommendations through JCAD.
- Work closely with the Senior Leadership team to support the embedding of a strong control environment and risk culture.
- populate, maintain and update JCAD risk and audit register, sending out reminders and ensuring compliance with internal and external requirements

Stakeholder Engagement

- Act as the first point of contact for Board Members and senior leaders on governance matters.
- Liaise with legal advisors, consultants, auditors and regulatory contacts to ensure best practice and compliance.
- Highlight potential governance risks and issues through horizon scanning and reporting back to senior leaders.
- Promote awareness and understanding of good governance across all levels of the organisation.

Other Duties

- Take part in training, CPD and governance networks to remain current in legislation and sector best practice.
- Work flexibly, including evening meetings where required.
- Undertake other duties within the scope of the role as directed by the Director of Finance and Resources/Company Secretary.

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described above and / or in line with legislative changes. It will be reviewed periodically to take into account changes and developments in service delivery. Any Changes will be discussed fully with the job holder.

Our Values

Our recruitment process takes account of our values. We are a kind and thoughtful organisation which aims to help older people live independently for longer. Your application should demonstrate your commitment to these values.

Our organisational values are: -

Bold & Brave

We create a space for belonging and inspire our residents, colleagues and customers to be the best possible version of themselves, to make bold choices, grow, learn and excel.

Compassionate

We put the person at the heart of everything we do and celebrate the diversity of our residents, colleagues and customers. We don't just say we care; our actions show we care.

Honest

We are open and honest; we value and respect each other's opinions and thoughts. We are inclusive in our interactions and encourage others to be the same.

Positive

We are inclusive in our approach, we are resilient and focused on delivering the best possible outcomes for our residents, colleagues and customers.

Person specification

Role: Governance Business Partner

	Essential	Desirable	Method of Assessment (see list below)
Education and Qualifications			
Professional governance or company secretarial qualification		X	AF
Experience			
Governance, regulatory or board support experience	X		AF, I
Experience of statutory register management, board meeting cycles, or company secretarial work	X		AF, I
Knowledge of NHF Code of Governance or RSH regulatory requirements	X		AF, I
Skilled communicator with the ability to engage effectively at Board and SLT level	X		AF, I
Excellent organisational skills, attention to detail, and ability to manage priorities	X		AF, I
Skills, knowledge and ability			
IT skills and experience in the use of Microsoft Office like Excel to reasonable level	X		AF, I
Experience of MS Word, MS Visio and MS PowerPoint	X		AF, I
Document and letter writing skills	X		AF, I

Critical thinking, attention to detail and listening skills.	X		AF, I
Experience of governance systems (e.g. Board Portals, JCAD)	X		AF, I
Able to communicate effectively (verbally and written) with internal/external stakeholders of all levels	X		AF, T
Ability to organise / prioritise workload and meet deadlines	X		AF, I
Proven ability to work independently and use own initiative	X		AF, I
Adaptable to a changing environment.	X		AF, I
Personal characteristics			
Ability to take responsibility of own training & self-development	X		AF, I
Willingness and proven ability to work flexibly	X		AF, I
Committed to equality and diversity	X		AF, I

AF = Application form

I = Interview

T = Testing