

JOB DESCRIPTION

JOB TITLE:	Governance and Assurance Officer
RESPONSIBLE TO:	Head of Governance
DEPARTMENT/SECTION:	Governance
SALARY (£):	Grade 8

VISION AND VALUES

This post will help Cartrefi Cymunedol Gwynedd achieve its vision:

To be a leading provider of quality housing – meeting the needs of customers, valuing communities

By keeping to our values:

- Fair
- Accountable
- Open
- Innovative
- Approachable

MAIN PURPOSE OF THE JOB

This is a key Corporate role supporting the development of Cartrefi Cymunedol Gwynedd by helping to ensure the highest standards of Governance are achieved and legal and regulatory requirements are fulfilled.

This includes;

- Assisting in maintaining compliance with the Code of Governance for the Housing Association Sector in Wales
- Provide Governance advice and guidance to other services
- Maintaining and coordinating the Corporate Forward Plan
- Support the delivery of the Internal Audit function
- Supporting the delivering the Risk Management Framework
- Maintaining the central Policy Register



KEY RESPONSIBILITIES

Assurance

- Assist the Head of Governance in the development and monitoring of the Annual Internal Audit Plan in line with the Risk Registers
- First point of contact with the Internal Auditors to ensure effective communication on all workflows
- Co-ordinate all internal Audit visits ensuring relevant staff members are suitably prepared with all required evidence to hand.
- In consultation with managers and the Audit and Risk Assurance Committee, ensure all agreed recommendations are implemented to agreed timescale.
- Update and monitor the Pentana performance management portal and ensure all audit recommendation owners update the system including all key evidence documents stipulated by the Auditor.
- Develop and maintain a Business Assurance Framework, preparing and delivering reports and presentations where required.
- Prepare and present such documents and reports as may be required by the Executive Leadership Team, Senior Leadership Team or Board
- Co-ordinate annual audit evaluation of internal auditors and prepare summary report for Audit and Risk Assurance Committee .

Governance

- Be fully conversant with the Rules of the Association, and all other Governance policies, procedures and documents to ensure that compliance is maintained
- Assist in the implementation of Cartrefi Cymunedol Gwynedd's Governance policies and maintain associated records where required.
- Respond in a prompt and helpful manner to Governance enquires received



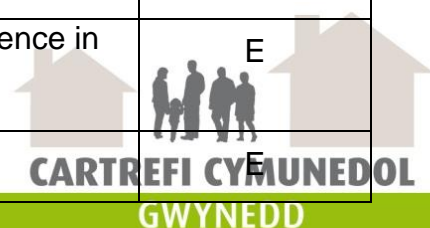
- Assist to ensure that the requirements of the Welsh Housing Regulatory Framework are met.
- Assist with the the delivery and co-ordination of the Board and Committee support functions Assist with the arranging the Annual General meeting and the drafting of the Annual Report.
- Co-ordinate the Board Evaluation process and arrange training
- Coordinate the annual Board Evaluation and the associated skills and training needs assessments for Board members
- Coordinate and assist in the delivery of induction training for new Board members
- Coordinate the production and updating maintenance of the Board member information pack

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your line manager, Director or Chief Executive



PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE
QUALIFICATIONS	
Educated to A Level, ILM 3 or equivalent	E
Qualification in Business Administration	D
EXPERIENCE, KNOWLEDGE AND SKILLS	
Experience of working within processes and procedures to meet regulatory or statutory requirements	E
Understanding of Corporate Governance and compliance requirements	E
The ability to communicate complex issues in a clear and concise manner	E
Understanding of Risk Management	D
Able to demonstrate, uphold and maintain confidentiality at all times	E
Self motivated, positive and able to work under pressure – displays confidence in service delivery.	E
Able to communicate clearly with customers, managers and stakeholders.	E
Ability to create a rapport and build relationships with Board members, staff and other partners.	E
Dependable and enthusiastic	E
Positive attitude to challenges able to solve problems	E
Courteous, friendly and positive when dealing with people	E
Self motivated, able to work independently and as a part of a team	E
Able to work under pressure, able to cope with heavy workloads and keep within agreed timescales, whilst demonstrating and maintaining attention to detail.	E
An approachable team worker who can build positive relationships and work effectively across service boundaries.	E
High level of motivation, integrity and impartiality, inspiring confidence in others	E
Committed to continuous improvement.	E



Experience of Internal Audit	D
Experience of the housing sector	D
Experience in delivering presentations	D
OTHER	
Experience of working with executive and/or senior management	D
LANGUAGE REQUIREMENTS	
The ability to communicate fluently through the medium of Welsh and English.	E

