



**Job Title:** Company Secretary and Group Governance Manager  
**Grade:** Y7  
**Reports To:** Managing Director  
**Number of Reports:** One

#### Key job element

To act as YHN Group Company Secretary with responsibility to support the work of the Boards and Managing Director to ensure good governance within Your Homes Newcastle Group.

- Responsible for ensuring effective provision of statutory governance to YHN, including supporting the Chair and Executive Team in the design and implementation of an effective Board and committee structure.
- Developing policies, systems and processes which provide the required levels of assurance to the Boards to ensure compliance with all aspects of company law, statutory legislation and good governance practice.
- Provide advice, guidance and support across the organisation on all relevant areas of legislation and best practice regulation and compliance as appropriate.
- Management of the AGM and all statutory Company Secretary duties.
- Organise and facilitate the recruitment, selection, and election processes to appoint members to the Group Boards, deliver tailored induction and training to directors in their role and arrange any additional support and training as necessary.
- Review, organise and administer the board appraisal and development system in partnership with the Chair.
- Effectively manage allocated budgets and service level agreements
- Management, development and delivery of the systems of good governance within Your Homes Newcastle, including governance reviews and implement improvement plans.
- Act as the lead anti-bribery officer, and contribute to policy development and the production of information at Board level
- Manage and support the development of individuals in the team through appraisal, one to one meetings and personal development planning.

**Person specification:** This area focuses on specific skills/ knowledge to be demonstrated in the role.

- Relevant knowledge and experience to deliver the Company Secretary role and manage the provision of all associated governance work, keeping up to date with relevant legislation, current and emerging business practices
  - Ability to build effective relationships with stakeholders both internal and external.
  - Ability to work at a senior level proactively advising on governance matters
  - Excellent written and oral communication skills
  - Strong organisational skills to co-ordinate the governance schedule of meetings and events
  - Line management skills
- All employees are expected to be flexible within the scope of the role

*The following Management Competency is generic to all management roles within YHN and managers at all levels of the organisation are expected to be able to demonstrate its components.*

**Management Competence**

This area focuses on the additional responsibilities of managers.

**Business Focus** – supports and understands the needs of the organisation at a local and wider level and communicates clear business goals

**Leading by Example** – operates professionally, and acts as a role model in demonstrating YHN competencies

**Developing Others** – helps realise the potential of others to build a successful team and addresses performance issues

*The following 3 areas of competence are generic to all roles within YHN and every member of staff are expected to demonstrate them.*

*Your Homes Newcastle's Core Values are identified by the V symbol*

**Personal Competence:**

This area is about yourself as an individual and your responsibilities for the way you operate at work.

**Accountability** – acts openly and takes responsibility V

**Integrity** – acts fairly and honestly V

**Passion** – works positively and with enthusiasm V

**Drive for Achievement** – actively contributes to achieving personal and organisational targets and objectives

**Planning and Organising your work** – uses time efficiently and works in a well structured way

**People Competence:**

This area focuses on the responsibilities each person has in dealing with others.

**Respect** – treats everyone with care and professionalism V

**Customer Focus** – knows who their customers are and understands their needs and expectations

**Communication** – communicates accurately and clearly using the most appropriate method

**Team Working** – supports effective team working in all teams operated within

**Business Competence:**

This area focuses on how each individual contributes to the success of the business.

**Change positive** – embraces change and supports the effective implementation of changes

**Value for Money** – recognises the financial implications of decisions and actions

**Forward-thinking** – proactively seeks improvements and solutions V