

JOB DESCRIPTION

Job Title: Governance Manager

Responsible to: Director of Finance and Resources

Responsibilities

The postholder will be responsible for making sure that robust and proportionate corporate governance processes are implemented and adhered to, which support delivery of our demanding work programme. This role will also be the ARB's nominated Data Protection Officer. With appropriate proactivity and independence, you will support the Director of Finance and Resources by delivering governance activities that support the fulfilment of our statutory duties.

As ARB's Data Protection Officer

- Deliver compliance with relevant data legislation ensuring that staff, Board members and service providers understand their statutory obligations through the development of policies
- Be responsible for conducting impact assessments and audits to ensure GDPR compliance, maintaining records of data processing activities conducted by ARB.
- Managing data subject requests for information and requests under Freedom of Information legislation.

Governance

- Be responsible for maintaining and developing ARB's core governance policies and documents, e.g., General Rules, Board Code of Conduct and Practise, Board Handbook and keeping up to date with governance best practice.
- Taking the lead for governance compliance across the organisation and pro-actively challenging non-adherence.
- Provide guidance and support as required to both the Executive and Board on the General Rules, Board Code of Conduct and Practise, Board Handbook and committee Terms of Reference.
- Undertake research, analysis, and development in collaboration with colleagues that will shape the future of ARB's governance arrangements
- Ensuring that all non-executive appointments are made to the required standards set out by Government and ARB's policies
- Management of all non-executive member Registers of Interest, and Gifts and Hospitality Registers
- Contributing to the overall delivery of ARB's Strategic Aims and Business Plan, including delivery of ad hoc project work and general support across the organisation

Board and Committee Secretariat

- Responsibility and management of the full cycle of Board and Committee meetings, including arrangements, meeting agendas and minute taking.
- Management of oversight and progress reporting of actions flowing from Board and Committee meetings
- Quality assurance of Board and Committee papers, including the commissioning of papers, ensuring compliance with governance processes and decision-making principles and the management of deadlines.
- In conjunction with the Chief Executive and Senior Leadership Group, managing pre and post Board events and discussions, training sessions and strategy days.
- Supporting the recruitment and on-boarding of Board and Committee members and managing the annual review process
- Ensuring claims for travel and subsistence of our Board and Committee members are in line with ARB guidance

Other

- Management of all non-executive biographies
- Other such relevant or related duties which may be required from time to time
- Working collaboratively and flexibly to assist within the office to meet demands of throughput of work across ARB

Person Specification

Part 1

Essential Knowledge, Skills & Experience:

Essential

- Detailed understanding of data protection law and practices or a practitioner certificate in data protection
- Excellent understanding of corporate governance
- Experience of working in a corporate governance capacity
- Proficient and highly practiced in the coordination and administering Board and committee meetings
- An excellent communicator, with the ability to tailor written and spoken styles to the relevant audience
- Experience of cross-team working.
- Able to thrive managing a varied and challenging workload
- Adept at developing and managing own projects

Key Skills

- Excellent organisational skills with an ability to work quickly and accurately under pressure
- Experience of producing comprehensive and accurate minutes and ensuring meeting actions are completed by deadlines
- Proven ability to work to deadlines and manage competing demands
- Proven ability to use initiative to determine priorities and appropriately escalate issues

- Exceptional communication skills (written and verbal) with an ability to deliver professional yet complex and challenging messages at a senior organisational level in an appropriate and professional way
- Experience of managing and handling confidential and sensitive information in a professional and restricted manner
- Proven policy development skills including the ability to co-create policy solutions through an evidence-based approach and working with internal departments and external stakeholders
- Ability to build collaborative and productive relationships with senior leaders, executive and non-executive officers, and technical and operational experts at all organisational levels
- Excellent interpersonal skills, with the ability to act sensitively where there are different, sometimes divergent viewpoints which must be respected to make progress.
- Ability to operate independently as part of a small, hard-working team
- An ability to take a flexible, adaptable approach and respond to shifting priorities and a rapidly evolving external environment
- A commitment to learning, development and improvement.

Desirable

- Experience of a regulatory environment would be ideal but not essential.

Part 2

Personal style and behaviour

- An approachable, enthusiastic team player
- A high level of personal credibility, integrity and authority which generates trust and confidence
- Highly professional; acts with appropriate accountability and in line with the ARB values
- Demonstrates drive, enthusiasm, tenacity, determination, and resilience
- Results focused and solution-oriented
- Has developed a political awareness and sound judgement
- Excellent communicator who can bring external policy insight into the organisation

Core Competencies Required

We would expect all candidates to be able to demonstrate the following competencies:

Competence	Attributes
Understanding of the regulatory sector	<ul style="list-style-type: none"> • Demonstrates an understanding of the role and purpose of ARB • Demonstrates appropriate motivation for undertaking the role • Shows an awareness and application of the Seven Principles of Public Life
Strategic ability	<ul style="list-style-type: none"> • Understands contexts, stakeholders, influencers • Builds commitment to a shared vision of the future • Simplifies complexity, communicating clearly with all parties so they understand key principles • Aligns short, medium and long term actions to deliver agreed outcomes

Legal understanding	<ul style="list-style-type: none"> • Strong understanding of principles of information assurance and data protection and their practical application, including advising colleagues on appropriate procedures
Personal Organisation	<ul style="list-style-type: none"> • Demonstrates strong organisational skills, to work effectively to deadlines and manage competing priorities • Manages workload with minimal manager support, with the ability to react to changing and varied priorities and coordinate a range of concurrent projects • Shows strong attention to detail • Effective use of IT to successfully deliver the role
Service Delivery	<ul style="list-style-type: none"> • Contributes to a culture of continuous improvement • Manages unexpected events professionally, using initiative, while being aware of when it is appropriate to escalate and seek senior support

Values

ARB's organisational values were set by our staff team in 2018 and we look to its employees to demonstrate the following qualities:

Be Positive: Contribute to a positive environment for you, your colleagues and the users of our services

Be Brave: Be courageous and proactive in all that you do

Be Supportive & Honest: Demonstrate an open, co-operative and respectful attitude in all your exchanges to build effective working relationships which are built on trust

Be an Expert: Take ownership, grow and share your knowledge

Strive To Do Better: Set high standards for yourself and for ARB and always look for ways we can improve

Development & Awareness

- All staff are required to develop themselves through training. They are also responsible, in conjunction with their Line Manager, for identifying any training and development needs.
- This position may require the post holder to undertake travel across the UK, work unsociable hours on occasion, including some weekend and overnight stays.

Postholder:

Date:

Manager:

Date: