

WE'RE
MUIR



Governance Business Partner

Prepared by Castlefield Recruitment

Welcome

If you're ambitious to progress your career in an organisation which makes a positive difference to people's lives and ensures that residents are at the heart of everything we do, then these great opportunities with us at Muir could be for you.

We are looking to appoint two Business Partner colleagues to help us turn our ambitions into reality.

The newly created Governance Business Partner will lead our Governance and Regulatory Compliance arrangements contributing to our overall success and achievement of our ambitious targets. They will have the knowledge and experience to be our Company Secretary and partner with stakeholders across the whole of Muir Group to deliver great governance. With previous experience in a similar role, they will be structured, organised and above all understand what great governance looks and feels like. They will have great knowledge and practical experience of implementing and complying with the Regulator of Social Housing (RSH) Regulatory Framework, Code of Governance and Code of Conduct as well as experience of delivering annual Governance Cycles and board and committee logistics and support.

The newly created Assurance & Risk Business Partner will lead our Assurance & Risk Management arrangements contributing to our overall success and achievement of our ambitious targets. They will have the knowledge and practical experience in the design, implementation and delivery of Business Assurance & Risk Management Frameworks and related cycles. With previous experience in a similar role, they will be structured, organised and above all understand what great Business Assurance and Risk Management looks and feels like. They will also be forward looking, be able to identify risk trends and be instrumental in driving continuous improvement to help deliver positive change.

About Us

Our dedicated teams help people with their housing needs and create neighbourhoods where communities can flourish. As a social housing provider with over 5,500 homes, we employ over 130 people and are proud to have been awarded the coveted Investors in People Gold accreditation.

Predominantly based in the North West, our Chester HQ is supported by offices in Burnley and Huntingdon in Cambridgeshire.

We are proud of our history and are a financially strong and well governed organisation, having the highest ratings from our Regulator. However, we are keen to grow and develop to meet the current and future needs and aspirations of our residents.

Muir Group Housing Association Limited is an exempt charitable Registered Society, registered under the Co-Operative and Community Benefit Societies Act 2014 and a Registered Provider under the Housing and Regeneration Act 2008.



Company Background

Our Corporate Plan

In summary... Our Purpose – Working with People to Maximise their Quality of Life.

Our priority will always be our existing customers, homes and communities and we are committed to helping those in housing need and will build 500 new homes over the next 5 years.

Through our services we want to work with people to maximise their quality of life and focus on the things that really make a difference.

We have 4 main objectives:

1. For Our Customers – We will deliver the services our customers expect, to the highest possible standards, whilst ensuring value for money. We will continuously develop our offer, in partnership with our customers, to meet future aspirations.
2. For Our Homes & Communities – We will invest in our homes and communities to keep people safe and provide a good quality home and location in which to live. We will build 500 new homes over the next five years and actively seek to manage and improve our impact on the environment.
3. For Our Colleagues – We will value and develop our staff and listen and act on their views. We will provide staff with opportunities. We will invest in their wellbeing. We will value and develop our Board and National Residents Group. We will continue to be a great employer.
4. For Our Business – We will govern and manage our business to the highest possible standards, ensuring it is adaptable, resilient and sustainable. We will work in partnership with others to support the delivery of our objectives.

Our Values



CARING: We care about people and achieving results.



RESPONSIVE: We put our customers first, giving great service and doing what matters most to them.



PASSIONATE: We take pride in what we do and always strive to do better.



INCLUSIVE: We work together and value each other.

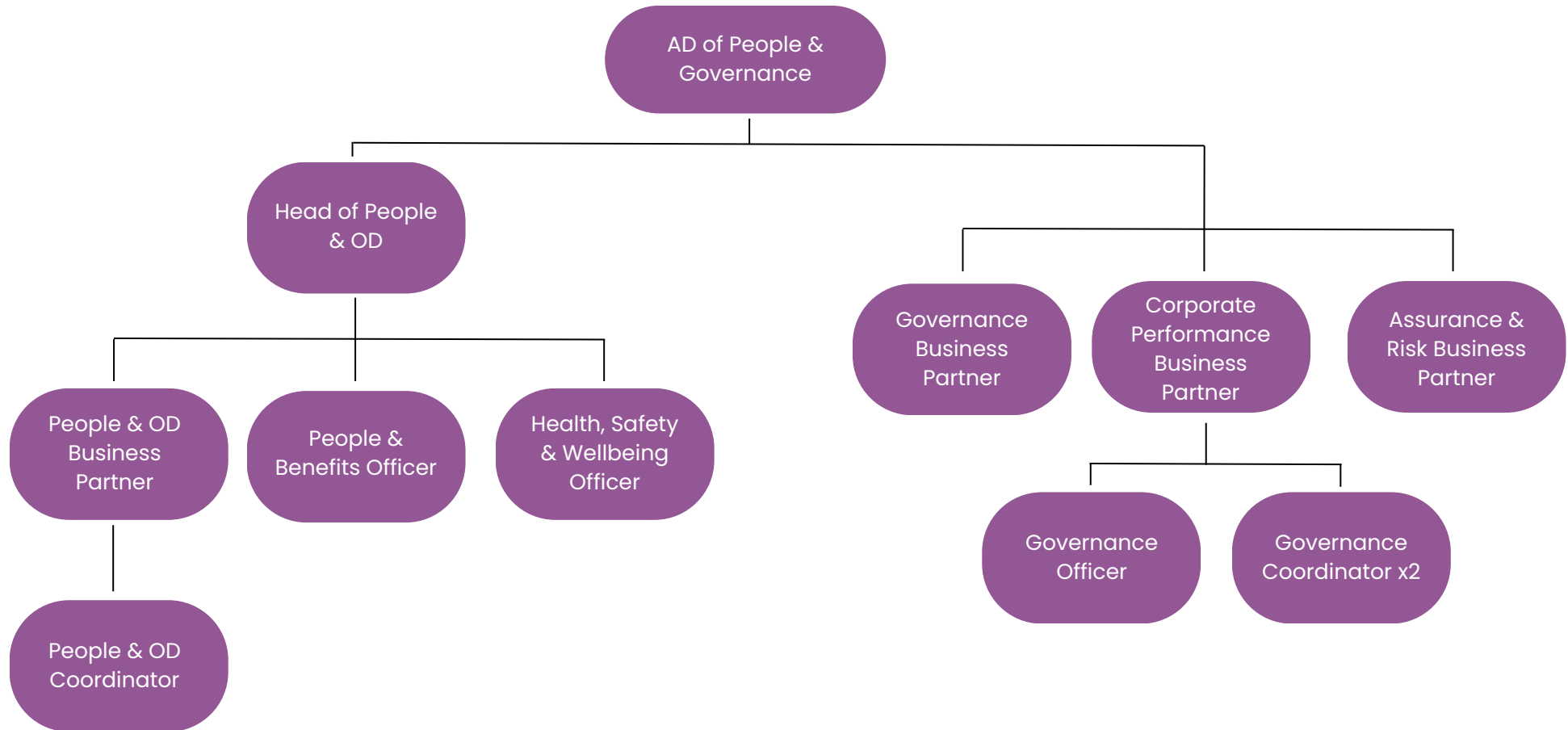


DYNAMIC: We have a positive, solution-oriented attitude.



HONEST: We have high ethical values, standards and strong governance

Team Structure



About the Role

| | |
|---------------------------|---|
| Job Title | Governance Business Partner |
| Subject Group/Team | People & Governance |
| Reporting to: | Assistant Director of People & Governance |

Job Purpose

- As the named Company Secretary, partner with stakeholders across the Group to deliver great governance arrangements which comply with legal and regulatory requirements
- Support the design, implementation and delivery of our governance framework and cycle
- Provide governance related support to our Boards, Committees and Executives
- Support in the successful implementation of our Governance Strategy

Main Responsibilities

- Provide business assurance by ensuring that an effective governance and a fully compliant regulatory framework is embedded
- Manage and oversee self-assessments against Regulatory Standards and adopted Codes
- Manage the effective and timely development, disclosure and recording of all company, statutory and regulatory returns
- Lead on the arrangements for Board, Committee and related meetings, including preparation of agendas, reading materials and logistics
- Attend Board, Committee and other meetings and record accurate minutes
- Provide general governance advice to stakeholders ensuring compliance with our Governance Framework, Group Board and Committee Terms of Reference and schemes of delegation
- Undertake research using a range of internal and external sources and benchmarking tools to incorporate and embed best practice in governance and assurance activities
- Track various regulatory changes that may impact the business, consult and advise stakeholders as to the steps required to implement required change
- Oversee and maintain Governance related ICT systems and data bases
- Support the management of related budgets ensuring value for money
- Manage and maintain the Policy & Procedures Framework and related review and approvals schedule
- Ensure that Governance related policy, procedure and processes are maintained
- Be the main point of contact in relation to any ethics related issues or concerns providing accurate advice and guidance

Responsibilities & Duties

General Responsibilities & Duties

- Ensure all health and safety related policy, procedures, safe systems of work and control measures are implemented effectively across the team
- Ensure all our records are accurate and maintained in line with appropriate guidelines including confidential and GDPR and make effective use of our ICT applications
- Assist and support in the preparation of any reports to Board, Committees, EMT or JLT as required
- Deputise for the Assistant Director of People & Governance as and when required to do so
- Undertake other duties and responsibilities as may be specified by the Assistant Director of People & Governance and which are commensurate with the level of the role
- Be a positive ambassador who lives our values everyday through effective partnership working to help us achieve our ambitions



Person Specification

The successful candidate will demonstrate the following;

| | Criteria | Essential/ Desirable |
|--------------------------------------|---|----------------------------|
| Education & Qualification | <ul style="list-style-type: none"> • Degree in a related subject • Member of a related institute or professional body | D D |
| Experience | <ul style="list-style-type: none"> • Acted as the named or deputy Company Secretary • Managed or supported the design, implementation and delivery of Governance Frameworks and related cycles • Partnered and supported senior stakeholders including Executives, Board and Committee members • Managed or supported the completion of self-assessments against Regulatory Standards and adopted Codes • Managed or supported the disclosure and recording of all company, statutory and regulatory returns • Managed the coordination and administration arrangements for Board, Committee and related meetings | E E E D D E |
| Knowledge | <ul style="list-style-type: none"> • Regulator of Social Housing Regulatory Framework and related Codes • What great Governance looks and feels like | E E |

Person Specification

| | Criteria | Essential/ Desirable |
|---------------------------|--|----------------------------------|
| Skills | <ul style="list-style-type: none"> • Develops and sustains effective and long-lasting partnerships • Thinks strategically, prioritises and plans effectively for self and team • Effectively gathers, analyses and utilises information and data • Strong and clear presenter and communicator • Excellent problem solver | <p>E E D E E</p> |
| Personal Attribute | <ul style="list-style-type: none"> • Adopts a can do, positive approach • Supports and demonstrates our values • Creates opportunities and empowers others • A visible business partner who has drive and determination • Fair in approach and ensures equality of opportunity for all | <p>E E E E E</p> |

Benefits Package

As an employee in the organisation, you will benefit from:

- Salary: £48,000
- Hours: 35 / Week
- Annual Leave: 25 days increasing to 28 days on 4 years' service
- Flextime: Up to 13 flexi days / year
- Agile Working: 1 or 2 days per week office attendance
- Pension: DC Scheme up to 10.5% employer's contribution
- Subscriptions: Payment of one professional subscription fee / year
- Parking: Free onsite parking



About You

Are you looking for a new challenge? Are you passionate about Governance and Regulatory Compliance? Do you have the knowledge and experience to be our Company Secretary and partner with stakeholders across the whole of Muir Group to deliver great governance arrangements which comply with legal and regulatory requirements?

With previous experience in a similar role, you'll be structured, organised and above all understand what great governance looks and feels like. You'll have great knowledge and practical experience of implementing and complying with the Regulator of Social Housing (RSH) Regulatory Framework, Code of Governance and Code of Conduct as well as experience of delivering annual Governance Cycles and board and committee logistics and support.

If you think you've got what we are looking for, we'd love to hear from you. The closing date for applications is 16th October 2023.

To apply, please send your CV and a supporting statement (max 2 A4 sides/ min font 11 for each) telling us about you and why you're right for the job, to adam.gormley@castlefieldrecruitment.com

Our offer to you

Here are just some of the reasons we think you should consider a career at Muir Group:

- We offer great Remuneration & Benefits
- We are serious about Health & Wellbeing
- We are committed to Living our Values Everyday
- We are committed to Equality, Diversity & Inclusion
- We offer a strong Work / Life Balance
- We are committed to high Employee Engagement

Contact Us

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