



CASTLEFIELD RECRUITMENT



Community
Health
Partnerships

Corporate Governance Officer

Candidate Pack

April 2026

About Us

Community Health Partnerships has three core business areas with communications and digital enablers. The key enabling functions of the Data, Digital, and Technology and the Communications, People, and Culture teams support the delivery in each area:

Investment and Finance:

We are a 40% shareholder on all but seven LIFT companies. As a DHSC company we ensure the stewardship of the public interest in these joint ventures through our role as public sector shareholder.

We actively manage our investment in the LIFT companies and provide effective stewardship of the public private partnerships through monitoring, evaluating, and driving value and benefit from the portfolio. As Head Tenant in 308 buildings, we also manage the payments and charges in relation to the leasing and management of the portfolio.

We also have corporate financial performance targets set by the Department of Health and Social Care.

Strategic Business Development:

Our strategic business development team works with Integrated Care Systems to support delivery of Integrated Care Systems' future place-based infrastructure needs, driving the use of the LIFT buildings as core assets.

Our in-house estate strategy, optimisation and property expertise is well placed to mobilise quickly to support ICSs to develop and implement their ICS infrastructure strategies. Our people will partner with ICSs advising on how our buildings can respond to changing patterns of health and social care delivery. This includes access to established supply chains and acting as the informed client for NHS partners.

Our Strategic Business Development team also work on national programmes such as the Primary Care Data Gathering Programme and the Primary Care Network Service and Estates Planning toolkit.

Property and Operations:

We inherited the role of Head Tenant from the former NHS Primary Care Trusts in 2013.

Our property and operations function covers health and safety, technical advisory and property developments, who deliver our Capital Programme. They deliver safe, sustainable infrastructure that provides value for money and aims to lead in the adoption of professional standards for the type of facilities managed.

Our property and operations function will:

- Lead the adoption of professional standards where appropriate and ensure the professional approach of our staff to support our stakeholders
- Deliver sustainable infrastructure through our green plan, procurement and head tenant role to drive the adoption of more sustainable facilities
- Provide value for money in the services we procure and deliver, as well as transparency.
- Be properly resourced to meet our responsibilities for our buildings and our customer's expectations



Community Health Partnership Values

At CHP our vision is to be a leader in shaping the care environment for locally based services, and this is underpinned by our core strategic aims of:

- Leading
- Working with partners and customers
- Delivering sustainable infrastructure
- Providing value for money
- Supporting our people

Our values and underpinning behaviors are detailed below:

Commitment

- Do what we say we will do
- Work together

Respect

- Actively listen and feedback
- Treat people with dignity and professionalism

Inclusivity

- Value everyone for who they are
- Be open-minded

Accountability

- Take responsibility of your words, actions, and results
- Lead by example

To be successful in this role you will need to demonstrate a genuine commitment and ability to work in this way.



Job Description

Job Title	Corporate Governance Officer (12-month FTC)
Contractual Location	CHP Office (London, Birmingham or Manchester)
Reports to	Senior Governance Manager
Number of Direct Reports	0
Budget Responsibility	N/A
Total Employee Responsibility	0

Main purpose of job

The Governance and Assurance Officer will be responsible for assisting the Senior Governance Manager in delivering CHP's corporate governance and assurance frameworks, and ensuring all activities are carried out in accordance with those frameworks including acting as the secretariat for governance committees. This is a diverse role working with all management levels, gaining a thorough understanding of all areas of the business. advising on best practice.

Main responsibilities and accountabilities

Corporate governance and assurance

- Ensuring appropriate governance and assurance processes are put in place for CHP and ensuring they are adhered to, including the CHP SFIs (Standing Financial Instructions)
- Communicating and training staff on corporate governance procedures and policies
- Working collaboratively with key stakeholders as the "second line of defence" as independent assurance of corporate and project reporting
- Support the creation of the Annual Governance Statement and governance areas of the Annual Report
- Supporting governance committees, including Audit and Risk Committee, taking minutes, collating and circulating papers, and tracking actions.
- Maintain the forward planners for governance committees including developing draft agendas
- Producing governance reports for senior stakeholders, including areas such as fraud, gifts and hospitality, internal audit, and tender waivers.
- Managing policy register and ensuring all policies are approved on time and in line with CHP governance

Job Description

- Maintaining, tracking, and updating corporate policies, including complying with relevant legislation and external requirements
- Escalating procedural issues to Head of Business Assurance

Internal audit and risk management

- Management of internal audit programme including initial assurance of progress against outstanding actions
- Liaising with Internal Auditors and communicating progress to stakeholders
- Delivery of internal audit recommendations relating to Business Assurance function
- Supporting CHP risk management including assisting in developing overall strategy and running risk workshops with departments

Other duties

- Delivering and maintaining other initiatives to enhance CHP processes as required such as document control processes or quality standard certifications (ISO90001)



Personal Specification

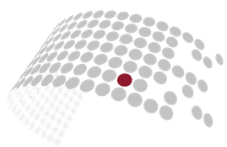
Criteria	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree level and/or five years experience governance and/or assurance 	<ul style="list-style-type: none"> • Internal Audit, Risk Management and/or relevant experience
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of NHS and/or other public sector corporate governance requirements and processes • Experience of internal auditing and assuring processes 	<ul style="list-style-type: none"> • Experience of managing third party consultants/professional services
Skills and behaviours	<ul style="list-style-type: none"> • Strong organisational skills • Excellent communication including strong influencing skills and the ability to resolve conflict • Ability to prioritise and manage time effectively and apply concentrated effort to deliver results on time • Ability to pay rigorous attention to detail • Able to readily understand new and complex subjects 	

Employee Benefits

CHP is committed to providing a positive working life for its employees. Below are benefits that we offer to our people:

- Competitive salary
- 25 days holiday per year (excluding bank holidays)
- Generous pension scheme
- Health cash plan
- Group income protection (subject to T&C's)
- Employee Assistance Programme
- Continuous training for personal & professional development
- Blue Light discount





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Get in Touch

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