



CASTLEFIELD RECRUITMENT



Community
Health
Partnerships

Senior Governance Manager

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	Senior Governance Manager (12-month FTC)
Contractual Location	CHP office or Lift Building with regular national travel
Reports to	Chief Financial Officer
Number of Direct Reports	3
Budget Responsibility	N/A
Total Employee Responsibility	3

Main purpose of job

The Senior Governance Manager will be responsible for maintaining and developing CHP's governance and control framework to ensure effective assurance across the business functions.

The role will manage the relationship with CHP's internal auditors, working closely with them to design and implement the audit programmes and review them going forward.

The role will be the internal policy lead for CHP's policy review group, maintaining the policy and procedure register and updating corporate policies in line with regulatory changes and best practice. The role will also be responsible for implementing a risk management framework, and monitoring and reporting on the fraud register.

Main responsibilities and accountabilities

People management

- Lead, support and develop the Business Assurance team ensuring effective mentoring through regular 121 meetings and performance reviews
- Proactively manage people related matters in line with policy and procedures
- Provide direction through clear communication and conduct regular team meetings
- Ensure the team have the skills necessary to undertake their responsibilities and have access to training and development to maintain capability in line with regulatory requirements, government policy and best practice.

Job Description

Assurance and internal audit

- Prepare an annual risk based internal audit plan referencing to key documents including the strategic plan, business plan, risk registers and in discussion with management and the external audit supplier.
- Responsible for facilitating internal audits with external supplier and working with key contacts to provide relevant evidence as required.
- Identify and assist in documenting existing internal controls, implementing, and documenting new internal controls, and establishing an internal monitoring function to audit company compliance.
- Report regularly to the Audit and Risk Committee (ARC) on the progress in implementing agreed audit recommendations and present the findings to ARC.
- Liaise with the external Auditors with respect to internal audit activity and control findings across the business.
- Acting as internal policy lead for CHP's policy review group, maintaining the policy and procedure register and updating corporate policies in line with regulatory changes and best practice,
- Act as first point of contact for suspected or attempted fraud and maintaining the fraud register

Corporate governance

- Proactive in the development and implementation of CHP's governance arrangements, including continuous improvement of existing processes.
- Responsible for all aspects of planning and coordination relating to governance meetings.
- Management of annual schedule of governance meetings and report deadlines, liaising across functions as required.
- Ensure the governance database records (such as Tender Waivers, Gifts and Hospitality, and Declarations of Interest) are maintained.
- Support the process for the appointment of Directors and their induction.
- Prepare reports for Board and Committees as required.
- Responsible for the maintenance of the Governance pages on My CHP and website.
- Support identification of Director development and training needs.
- To providing governance information to Chair of the Board and CEO in line with statutory and regulatory changes.
- Production of governance and risk related aspects of the Annual Report
- Manage statutory filings to Companies House.

Job Description

Risk management

- Work closely with the Senior Leadership Team (SLT) to identify and report on performance issues, identifying possible risks and highlighting where development opportunities can be demonstrated.
- Manage regular business risk reviews with budget holders and key operational leads.
- Maintain and update the corporate risk register and manage the risk management framework across business functions.
- Train operational leads on risk management best practice, including identifying and mitigating risk.
- Proactively improving risk management processes.
- To report on operational risks to relevant Executive Director.
- Facilitate annual risk appetite workshops.



Personal Specification

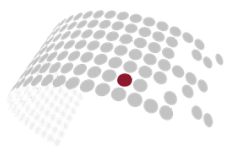
Criteria	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Corporate governance or risk management qualification 	<ul style="list-style-type: none"> • Data Protection qualification • Evidence of continuing professional development
Knowledge and experience	<ul style="list-style-type: none"> • Detailed understanding of audit planning and implementation. • Detailed understanding of enterprise risk management. • Good track record of working with and successfully influencing stakeholders 	<ul style="list-style-type: none"> • Familiarity with the UK public administration. • Knowledge of the NHS. • Knowledge of risk management techniques
Skills and behaviours	<ul style="list-style-type: none"> • Evidence of innovative but practical delivery and problem solving and pre-empting problems • Excellent communication, influencing and negotiation skills. • Ability to summarise complex issues into clear • Making recommendations and gaining Executive approval • Strong analytical skills • Sound <u>business case</u> development and approvals skills • Good understanding of the procurement process including negotiation with third parties. • Good knowledge of programme and project management methods. • Good knowledge of budgeting and resource allocation procedures. • Advising senior leadership and project teams. 	

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
- 28 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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