

Job title: Companies Governance Compliance Officer

Directorate: Finance & Resources

Service: Finance

Grade: TBC

Post reference number:

1. Job purpose

Reporting directly to the Head of the Shareholder unit, the role is one of first line of compliance for the Council in relation to the 'group' requirements which will include formation of policy, guidance documentation, and supporting the formation of decisions in line with each.

You will monitor and ensure that the companies meet the internal council, regulatory and statutory requirements relating to the group, ensuring responsibilities are clear and that planned and ad-hoc activities are timetabled and adhered to across both the Council and its companies.

Having gained a deep understanding of the companies, their powers and freedoms, you will provide advice and support to the Council's management team and Executive on business decisions (such as the recruitment appointment of Company Board Directors) and strategic options, including business cases and Company Business Plans.

Strong stakeholder management is essential to ensure that the Council and Group cultivates and embeds a culture that is risk and compliance aware.

2. Principal duties and responsibilities

The role will hold the following principal duties:

1. Administer and refine the requirements that Nottingham City Council has for its group of companies; including reserve matters, controls, and company proposals (such as changes to Board composition), and schemes of delegation.
2. Work with the shareholder unit and the companies to ensure that all areas of the business are compliant with legislation and internal expectations.
3. Assist with the engagement of specialist advisors where required on complex matters, such as changes to company legal documentation.
4. Develop and maintain an over-view of group risk, ensuring that all parties understand their responsibilities and take ownership of mitigations.
5. Work with the companies and Council colleagues to deliver a programme of compliance monitoring
6. Ensure that quality standards of compliance are maintained and implemented
7. Introduce new standards as appropriate
8. Develop and manage third party delivery of an annual internal audit programme.
9. Provide reporting to management and formal boards on a routine basis, and as necessary for audit or other reviews.

10. Ensure all staff are fully conversant with, and comply with, the relevant legislation through annual training modules.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:

N.A.

7. Post holder's immediate supervisor: Click once and type job title here

Prepared by/author: Ceri Walters

Date: December 2021

Job title: Head of Commercial Finance

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical requirements	Significant relevant broad-based compliance/regulatory experience – Companies governance, and or company secretarial		✓	✓	✓	
	Strong knowledge of Data Protection/GDPR		✓	✓	✓	
	Experience of Risk Matrix design and implementation		✓		✓	
	Experience of conducting regulatory assurance and monitoring activity with third party providers		✓		✓	
	Commercially astute and customer focused		✓		✓	
	Experience of utilising and analysing data		✓	✓	✓	
	Good working knowledge of key legal and regulatory requirements regarding companies		✓	✓	✓	
Abilities	Passionate about a high quality service				✓	
	Ability to influence and work with others				✓	
	Excellent communication skills				✓	
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.		✓			
	Ability to work outside normal office hours		✓			
	Ability and willingness to travel both inside and outside the council area as required		✓			

P: Pre-application	A: Application	T: Test	I: Interview	D: Documentary evidence
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