Job Description

**Post Title:** Head of Governance

**Post Reference:** T107

**Grade:** SM4  

**Duration:** Permanent

**Reports to:** Group Chief Legal Officer

**Job Purpose**

To ensure the effective and efficient:

* Management of Requests for Information under the Freedom of Information Act and the Environmental Information Regulations and Subject Access Requests under Data Protection legislation according to the required procedures, and supporting on other information governance issues as they arise;
* Addressing organisational questions relating to data sharing and data protection compliance, working with the legal team; and
* governance support for the Statutory and Non-Statutory Boards and Committees including providing support as necessary to the Teesside Freeport and Mayoral Development Corporation(s) structures, across Tees Valley Combined Authority, South Tees Development Corporation, South Tees Site Company and Teesside International Airport Limited and the Teesside Freeport and additional Mayoral Development Corporation governance structures where applicable (the ‘Group’).

**Competency Framework Level**

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|  | **General Competencies** |
| **All Staff** | * We do what we say we will * We do it when we say we will * We aim for excellence * We keep people informed * We strive to learn and develop * We give and receive constructive feedback and act on it |

**Manager**

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|  | **Leadership & Direction** |
| **Manager** | * Understands the plan for going forward and shares their understanding with others * Manages delivery of value-added activity and identified outputs * Ensures that roles are clearly allocated for the completion of tasks * Identifies and resolves issues as they arise * When mistakes are made focuses on the lessons to be learned for the future * Ensures individuals understand the contribution they can make to corporate and service objectives * Provides relevant support, training and resources to enable individuals to deliver their objectives |

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|  | **Communication & Influence** |
| **Manager** | * Communicates clearly what outcomes will be achieved * Is aware of the relevant stakeholders and the necessary interface that this produces * Communicates success or otherwise as the project or programme evolves * Delivers consistently at a professional level in the written, spoken and outward facing interactions that are representational of the organisation * Adapts their communication style in response to others and the situation * Checks for understanding and is able to build consensus, where disagreement exists |

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|  | **Experience & Technical** |
| **Manager** | * Has established career in chosen field with more than 3 years’ relevant experience * Has most of the technical knowledge / skills required by the organisation in their field and can independently access anything outside of their skillset * Leads the organisation on a day to day basis on defined projects or programmes * Manages day to day relationships with Civil Servants in their field * Is an adviser to the Head of Service and Director in their area of responsibility * Is a recognised expert within the organisation in their project / programme * Manages more junior officers in their projects / programmes |

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|  | **Responsibility & Accountability** |
| **Manager** | * Has operational responsibility and accountability to Head of Service for their project / programme * Has operational responsibility and accountability to Head of Service for delivering the outputs required in their project / programme * Has operational responsibility and accountability to Head of Service for financial outcomes within their project / programme * Has operational responsibility and accountability to Head of Service for People Development within their project / programme * Takes personal ownership of challenges/issues through to resolution |

**Duties & Responsibilities**

1. Lead, manage and own the end-to-end delivery of the Governance function for the Group incorporating all necessary activities of the Group's Cabinet, Boards and Committees as assigned by the Group Chief Legal Officer including the appropriate escalation of any matters, whilst ensuring ownership of the function’s outputs.
2. Support Group Chief Legal & Monitoring Officer, by managing the governance function to achieving best practice governance and ensuring that the Governance function is compliant in all respects with all relevant legislation, guidance and codes of practice. This will involve identifying improvement opportunities and leading on a governance and policy development projects
3. Leading on the management of stakeholder relationships, being the single point of contact for Elected Members and internal stakeholders.
4. Lead the Group’s compliance in relation to Freedom of Information Requests and Environmental Information Requests in line with relevant legal and procedural requirements
5. Deliver the Organisation’s governance secretarial functions, including coordinating board and committee meetings, ensuring that work is conducted in accordance with agreed processes and legal timescales, and actions are followed up.
6. Deliver a clear annual plan for the organisation’s boards and committees, ensuring effective planning and preparation for meetings as well as demonstrating an ability to deal with urgent and ad hoc priorities as and when they occur. Provide sound advice, insight and support to these groups, helping to ensure that they deliver efficiently and effectively
7. Lead the required statutory filings, for example Company secretarial requirements, to ensure these are kept up to date.
8. Group lead for all associated governance and scrutiny duties of the Combined Authority, including appointments to Committees, production of an annual schedule of meetings, pre-agenda meetings, the Forward Plan and any other associated matters in line with statutory requirements. These duties will include the provision of procedural advice to Members, Officers and the public in respect of decision-making and associated governance procedures, including producing written procedural notes as required.
9. Ensure the register of interests for the TVCA Chief Executive Officer and Directors of the organisation, as well as elected and independent committee members is monitored and maintained in accordance with the Constitution. Manage the reporting of gifts and hospitality, and compliance with the Gifts and Hospitality policy across the organisation
10. Lead officer for Data Protection Subject Access Requests and associated matters according to relevant legislation and procedures.
11. Lead on the maintenance of any governance and sections on the Group's website to ensure transparency and openness.
12. Undertake any other duties that may be deemed reasonable and necessary to meet the duties and responsibilities of the post and undertake any training that is identified as being required to achieve this.
13. Maintain awareness of changes in legislation, policy and practice in respect of the local government governance and decision-making standards. Ensuring the appropriate development and training of Team members where applicable.
14. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
15. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees’ Code of Conduct.