

Job Title: Governance Manager

Department: Governance

Reports To: Head of Governance / Company Secretary / General Counsel

Employment Type: Permanent (adapt as required)

Location: Office / Hybrid / Remote (adapt as required)

Role Summary:

The Governance Manager is responsible for supporting and strengthening the organisation's corporate governance framework by overseeing governance processes, ensuring regulatory compliance and promoting best practice across the business.

Working closely with senior leadership, board members and governance colleagues, the Governance Manager helps ensure effective decision-making, maintains governance policies and supports the delivery of high-quality governance services throughout the organisation.

Key Responsibilities:

Governance Management

- Develop, implement and maintain governance policies and procedures.
- Support the ongoing review and improvement of governance frameworks.
- Monitor governance developments, legislation and industry best practice.
- Promote a culture of strong governance across the organisation.
- Provide governance advice to senior stakeholders and business functions.

Board & Committee Support:

- Oversee the administration of board and committee meetings.
- Review agendas, board papers and governance documentation.
- Support the production of accurate minutes and action logs.
- Maintain the annual governance calendar.
- Coordinate governance activities across multiple committees where required.

Compliance & Risk:

- Support compliance with statutory and regulatory obligations.
- Monitor governance risks and recommend improvements where appropriate.
- Maintain governance records and documentation.
- Assist with annual reports and governance disclosures.
- Support internal and external governance reviews.

Stakeholder Management:

- Build effective relationships with directors and senior executives.
- Work closely with legal, risk, compliance and audit teams.
- Liaise with regulators and external advisers where appropriate.
- Support governance-related projects across the wider organisation.

Skills & Experience:

The successful candidate is likely to demonstrate:

- Previous experience within governance, company secretarial or corporate compliance.
- Strong understanding of UK corporate governance principles.
- Experience supporting boards and governance committees.
- Excellent written and verbal communication skills.
- Strong organisational and project management abilities.
- High attention to detail and accuracy.
- Ability to build relationships with senior stakeholders.
- Strong analytical skills and sound professional judgement.

Qualifications:

The successful candidate may hold:

- Chartered Governance Institute UK & Ireland qualification (desirable).
- Relevant governance, legal, risk or compliance qualifications.
- Experience working within a listed company, regulated organisation or complex corporate environment (where appropriate).

Key Competencies:

- Corporate Governance
- Governance Frameworks
- Board Support
- Committee Administration
- Regulatory Compliance
- Organisation
- Communication
- Relationship Management
- Leadership
- Professional Judgement

Working Relationships:

The Governance Manager will work closely with:

- Board of Directors
- Executive Leadership Team
- Company Secretary
- General Counsel
- Governance Team
- Risk & Compliance Teams
- External Advisers
- Regulators

This template is intended as a general guide to the role of a Governance Manager. Responsibilities, reporting lines and qualification requirements should be adapted to reflect the organisation's governance framework, regulatory environment and business needs.