

Job Title: Head of Governance

Department: Governance

Reports To: General Counsel / Chief Executive Officer / Board of Directors

Employment Type: Permanent (adapt as required)

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

Role Summary:

The Head of Governance is responsible for leading the organisation's governance function, ensuring effective corporate governance, regulatory compliance and board support across the business. The role provides strategic leadership on governance matters, helping the board and executive leadership maintain robust governance frameworks that support organisational success.

Working closely with directors, senior executives and key stakeholders, the Head of Governance develops governance policies, oversees governance operations and promotes best practice throughout the organisation.

Key Responsibilities:

Governance Leadership

- Lead the organisation's governance function and governance strategy.
- Develop and maintain governance policies, frameworks and procedures.
- Promote high standards of corporate governance across the organisation.
- Monitor emerging governance trends, legislation and regulatory developments.
- Drive continuous improvement of governance processes and controls.

Board & Committee Support:

- Oversee the planning and administration of board and committee meetings.
- Ensure board papers and governance documentation are prepared to a high standard.
- Provide strategic governance advice to the Chair, board and executive leadership.
- Support board evaluations and governance effectiveness reviews.
- Maintain the annual governance calendar.

Compliance & Risk:

- Ensure compliance with statutory, regulatory and governance obligations.
- Oversee statutory filings, governance records and corporate documentation.
- Support the preparation of annual reports and governance disclosures.
- Work with risk, legal and compliance teams to strengthen governance controls.
- Identify governance risks and recommend appropriate actions.

Leadership & Stakeholder Management:

- Lead and develop the governance team.
- Build strong relationships with directors, senior executives and external advisers.
- Work collaboratively with legal, compliance, audit and risk functions.
- Represent the governance function on strategic organisational projects.
- Provide expert governance advice across the wider business.

Skills & Experience:

The successful candidate is likely to demonstrate:

- Extensive experience within corporate governance or company secretarial leadership.
- Strong understanding of UK corporate governance, company law and regulatory requirements.
- Experience supporting boards and executive leadership teams.
- Excellent leadership and people management skills.
- Outstanding written and verbal communication.
- Strong organisational and strategic planning abilities.
- High levels of commercial awareness and professional judgement.
- Ability to influence senior stakeholders and manage complex governance matters.

Qualifications:

The successful candidate may hold:

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

Key Competencies:

- Corporate Governance
- Governance Leadership
- Board Support
- Strategic Planning
- Regulatory Compliance
- Leadership
- Communication
- Relationship Management
- Commercial Awareness
- Professional Judgement

Working Relationships:

The Head of Governance will work closely with:

- Board of Directors
- Chair
- Chief Executive Officer
- General Counsel
- Executive Leadership Team
- Governance Team
- External Advisers
- Regulators
- Shareholders (where applicable)

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