



At home with
LOCAL SPACE

Candidate Brief
Head of Governance, Risk and Assurance
Local Space



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For further information about Local Space including the Corporate Plan and Report to

Residents, please visit www.localspace.co.uk

Job Title: Head of Governance, Risk and Assurance

Salary: £74,880 per annum, plus benefits

Local Space is a dynamic and unique registered provider of social housing. We work differently from other providers – our focus being on partnerships with local authorities to provide an alternative cost-effective temporary accommodation solution to nightly lets, bed and breakfast accommodation or private sector renting.

Our ambitions are transformational in line with the increasing challenges being faced by our tenants and communities. We are determined to make a positive difference to their lives. This is why it is so important for the underlying business to have an effective governance, risk and assurance framework led by an excellent Head of Governance, Risk and Assurance.

Reporting to our CEO, you will be responsible for ensuring a best-in-class governance function that is fit for purpose, gives value for money and aligned with the needs of our business. Principal custodian of the Governance, Risk Management and Assurance Frameworks, you will also become Local Space's Company Secretary assisting the Board to ensure that decisions are taken in accordance with modern standards of good governance. You will also be the data protection lead for the organisation.

Sound knowledge of the legal and regulatory environment in which charities and housing associations operate is essential. You will also have strong influencing, communication and collaborative leadership skills enabling colleagues to recognise the importance and critical link between good governance and achieving business goals.

This is an opportunity to join an organisation determined to make a difference – and one which views the role of Head of Governance, Risk and Assurance as an important part of the journey. We have a dedicated employee base and an inclusive leadership approach which will involve you as a leader in our biggest decisions as an organisation.

Closing date for applications: Tuesday 14th June 2022

To download the Candidate Brief and application pack, please visit www.dwcglobal.co.uk/recruitment which offers more information about Local Space and the role.

For a discussion about the role, contact David Weaver of DWC Consulting via phone on [07983 592988](tel:07983592988) or email on david.weaver@dwcglobal.co.uk



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WELCOME

Thank you for your interest in the role of Head of Governance, Assurance and Risk with Local Space. The guidance below is intended to assist if having read this pack, you would like to apply.

To apply for this role, please send us your CV and a personal statement outlining how you meet the criteria, outlined in the Role Profile and Person Specification. This information will be used to assess your application. Please also complete and return the Equality and Diversity Form.

DWC Consulting is managing this recruitment on behalf of Local Space, so please send your completed documents in MS Word format to david.weaver@dwcglobal.co.uk. It would be appreciated if you could read through these brief guidance notes prior to making your application, so that you are clear on our requirements and give yourself the best possible chance.

Your CV

Please keep this concise. When you're providing information about your past employment, please clearly explain any employment gaps and ensure we have an up-to-date contact number, home address and email address.

Your Supporting Statement.

This is your opportunity to demonstrate your suitability for the role so please focus your statement on how you meet the criteria outlined in the Role Profile and Person Specification. Short examples of achievements are also helpful.

The closing date for applications is Tuesday 14th June 2022.

We will acknowledge your application within 24 hours of receipt, so in the event you do not receive this acknowledgement, please let us know so that we can check. Please note that proof of emailing does not mean proof of receipt.

If having read all the information, you would like an informal chat with David Weaver, please email to schedule a call-back: david.weaver@dwcglobal.co.uk

We look forward to receiving your application.

David Weaver

Senior Partner, DWC Consulting

OVERVIEW OF LOCAL SPACE

Local Space is a 2,700-home registered provider of social housing operating in East London & Essex. We are a G1 V1 rated RP. We are Investors in People accredited and are the only housing association to hold the sector's highest credit rating, AA-.

Originally formed by the London Borough of Newham as an innovative and independent vehicle for the acquisition and refurbishment of temporary accommodation, we work in 8 London boroughs and across a variety of districts in Essex. We continue to acquire and refurbish properties and added 300 homes to our stock last year. We also offer intermediate rented homes for local keyworkers.

We know that one of the best ways we can achieve greater quality of life for customers is to provide them with a home they can be proud of and deliver cutting-edge services that are a pleasure to use. That's why we've tripled the size of our component replacement and planned works programmes and are making a major investment in the development of our repairs and online services over the next 4 years.

Our governance priorities for the coming years are:

- Ensuring that the organisation is fully compliant with the 2020 NHF Code of Governance
- Improving our Board Assurance Framework
- Embedding the new Risk Management Framework
- Developing the outcomes of our recent In-depth Assessment by the Regulator of Social Housing
- Strengthening the overarching Information Governance and Compliance Framework.

ROLE PROFILE

Head of Governance, Risk and Assurance

Department/Section:	Corporate
Reporting to (name and title of line manager)	Josie Parsons (Chief Executive Officer)
Responsible for staff/equipment (where applicable)	Governance, Risk and Assurance Officer Laptop iPad

Job Purpose – duties and responsibilities (top three only)

Overarching Purpose:

Role is key to assuring the underlying business has an effective risk management process and achieves the highest standards of corporate governance and information governance.

1. Governance

Responsible for ensuring that a best-in-class governance function in place that delivers value for money whilst being fit for purpose, delivering service in line with the Governance Framework and meeting the NHF Code of Governance 2020 and regulatory requirements. Ensuring that the Data Protection function continues to deliver robust support, protection, training, awareness and gatekeeping in relation to data protection and that the organization remains compliant with the UK GDPR and the Data Protection Act 2018. Ensuring that all company secretarial matters are adhered to including compliance timescales and signing of company documents together with clear accountability for reporting and advice to Board and committees.

2. Risk

Custodian of the Risk Management Policy, Corporate Risk Register and Risk Management and Assurance Framework, building upon current risk management processes, (including maintaining and updating Insight), ensuring that they are fit for purpose and driving continuous improvement. Ensuring that risk policy and procedure is regularly reviewed and that there are regular considerations of risks / controls / assurances / triggers (causes & effects) / actions by Management, Executive Team, Audit & Risk Committee and Board. Routine review of risk horizon – sector and out of sector and annual review of Sector Risk Profile. Reviews of compliance with applicable law / RSH Standard. Oversight of the Asset and Liability Register mapping to internal assurance work and the Board Assurance Framework. Focused and nuanced considerations of risk at an operational and project level to map to assurance outcomes.

Anti-Fraud and Corruption:

Ensuring that ensures that processes are fit for purpose with clear policies and procedures. Robust reviews of the Fraud Risk Register, fraud response plan and review of whistleblowing process and protocols. Reporting to ARC on fraud incidents and risks.

3. Data Protection

Creating and maintaining an overarching Information Governance and Compliance Framework within regulatory and legislative requirements to include:

- Consistent review and update of the IG Framework.
- Embedding data privacy into operations including through robust policies and procedures.
- Managing information security risks.
- Monitoring data handling practices.
- Creating and embedding an IG Regulatory / Legislative Compliance Framework.
- Self-assess effectiveness and provision of formal business assurance.

Key tasks

1. Governance

- To drive forward and embed continuous improvement within the Governance Framework, ensuring compliance with Local Spaces' chosen code of governance (NHF Code of Governance 2020).
- Clear organisational leadership of the governance function.
- Set, promote, review and monitor high standards of corporate governance.
- Supporting and advising the board – ensuring their terms of office, handbook, training and succession and performance appraisals are successfully managed.
- Be Local Space's Company Secretary – Manage and administer the Board and Committees in accordance with prevailing rules, terms of reference and best practice with a view to recommending and implementing improvement.
- Continuously monitor and review the governance structures and arrangements to ensure they deliver appropriate levels of responsibility, accountability, efficiency and effectiveness and consider any improvements or initiatives to strengthen governance complying with regulatory compliance.
- Oversight of the legal function through the Housing Associations Legal Alliance (HALA) and management of that legal service.

- Build strong relationships with internal and external stakeholders to raise the profile, and understanding of, good governance, supporting managers and Executive in meeting the expectations of the business.
- Maintain all the required governance registers and associated policies and procedures.
- Annual assessment of Regulatory Standards, Statement on Internal Controls and compliance with relevant law.
- Effectively coach and manage the Governance, Risk and Assurance Officer making sure that they are skilled and motivated to ensure effective delivery of the governance function to the business.

2. Risk and Assurance

- Identification and effective management of strategic, operational and project risks – developing and championing a risk awareness culture, a risk and business assurance framework and relevant (value-adding) auditing.
- Structure the Risk Management Framework and Board Assurance Framework keeping it continuously refreshed and updated.
- Work with Management, the Executive and the Board (including Audit & Risk Committee) to keep under continuous review an appropriate risk management framework and board assurance framework which assists the organisation in the effective management of risks.
- Custodian of the Risk Management Policy and Procedure, ensuring it is reviewed and updated annually.
- Develop quarterly and annual reports to identify the risk profile ensuring the effectiveness of the risk framework, escalating risks above organisational appetite to the Executive.
- Ensure the risk framework and board assurance framework is fit for purpose and demonstrates best practice, making recommendations for improvement.
- Ensure a risk based internal audit and controls assurance approach.
- Lead on horizon scanning and organizational risk management. Collaborate with colleagues to ensure that management decisions and actions take account of risk.
- Build strong relationships with internal and external stakeholders to raise the profile, and understanding of, risk management and assurance, supporting managers to meet the expectations of the business.
- Effective coach and manage the Governance, Risk and Assurance Officer, making sure they are skilled and motivated to ensure effective delivery of the Risk Management Framework and Board Assurance Framework.

3. Data Protection

- Setting, managing and evaluating an Information Governance and Compliance Framework and identifying areas of non or partial compliance and rectifying any issues.
- providing clear leadership and direction in the data protection in compliance with the UK GDPR, the Data Protection Act 2018 and any Codes of Practice.
- setting, promoting, reviewing and monitoring high standards of information governance.
- Being the primary source of contact within Local Space for staff, regulators and relevant bodies / individuals on issues related to data protection.
- Continuous improvement and development, championing and promoting a data protection culture, including devising training plans and providing data protection advice and support for staff.
- Ensuring appropriate data protection policies are in place.
- Oversight of the data protection responsibilities of the Governance and Risk Officer.

Equalities and Diversity

In line with the organisation's Equalities Act 2010 Local Space Staff must to ensure that no users of its services, its employees or job applicants are unfairly discriminated against because of their identifies the following protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, sexual orientation or criminal record nor disadvantaged by any conditions or requirements that cannot be shown to be justified. Local Space is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by these principles.

Budgetary responsibilities (where applicable)

Accountability and monitoring responsibilities as currently held within the Director of Governance function with added responsibilities for Internal Audit.

Customer care (Internal and external)

None.

Stakeholders/partnersBoard

- Executive
- Colleagues
- Regulator of Social Housing
- Information Commissioner's Office
- Customers

Health and Safety

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

Data Protection

The post holder's personal data will be processed in a fair and lawful way, in accordance the Data Protection Act 2018 and with the Privacy Notice.

Local Space attaches the greatest importance to data protection for its tenants, staff, and contractors. Employees must act in accordance with Local Space's Data Protection Policy, and in particular in accordance with the employee obligations set out in that policy.

Mandatory training

This can take the form of short webinars, reading materials followed by as test, or traditional training.

Corporate

Staff

- GDPR.
- Introduction to H&S in the office.
- Equalities.

Managers

- Performance management (121 & appraisal).
- Absence management.
- Recruitment.

Departmental/role specific

PERSON SPECIFICATION

Theme	Essential	Assessment
Educational Achievements, Qualifications, Training	<ul style="list-style-type: none"> ▪ Qualified or part qualified Company Secretary or demonstrable experience in a regulated sector. ▪ Strong, up-to-date, professional knowledge of legal and policy frameworks in which Housing Associations operate. 	Application, Interview
Experience and Knowledge	<ul style="list-style-type: none"> ▪ Led on risk and assurance in a regulated sector, ideally a Housing Provider of at least similar size and complexity. ▪ Experience of researching, developing and implementing effective policies & practices on governance, assurance, risk and data protection. ▪ Substantial experience of ensuring compliance with all relevant legislation, appropriate codes of practice and regulations and operating codes of practice. ▪ Personal influence: working effectively with boards, committees, partners and stakeholder groups. ▪ Proven management experience with skills to build a high performing team, demonstrating credibility, strong influencing and communication skills, personal drive and ambition to make a difference. ▪ Experience of leading substantial and successful business transformation and change management. ▪ Proven management experience of the data protection legislation. ▪ Proven management experience of assets and liabilities register requirements. 	Application, Interview
Job Related Aptitude and Skills	<ul style="list-style-type: none"> ▪ Strong administrative and organisational skills. ▪ Recognises and embraces diversity and values. ▪ Strong administrative and organisational skills. ▪ Any understanding and commitment to equal opportunities. 	Interview
Additional Requirements	<ul style="list-style-type: none"> ▪ Any understanding of health and safety in the workplace. ▪ Any understanding of data protection confidentiality. 	Interview

STRUCTURE CHART

