

## Job Description

Head of Governance	
<b>Grade</b>	G
<b>Directorate</b>	Finance and Support Services
<b>Place of Employment</b>	Yare House, 62-64 Thorpe Road, Norwich NR1 1RY

### Main Purpose of the Job:

Reporting directly to the Director of Finance, the role is to provide guidance and support to the Chief Executive and Directors and to the Authority's Members for the good governance of the Authority's business, in line with the Broads Plan and the Authority's statutory duties.

The role includes the management of the Governance Team, liaising with the Monitoring Officer and acting as the Authority's Deputy Data Protection Officer.

### Main Activities and Responsibilities:

1. Ensure that an effective and efficient governance support service is in place, directing and controlling the work of all staff within the Governance Team, including responsibility for their work planning, training and support. This includes supervising processes for Member services such as appointments, development and allowances.
2. Liaising with the Monitoring Officer for guidance and support on significant Governance issues.
3. Oversee the cycle of Authority and committee meetings and support the forward planning of agendas to ensure that essential business is covered and brought forward in a timely manner and that the production of papers and other supporting material is coordinated.
4. Responsible for the development of the Authority's Document Management System (DMS) for Committee papers and Governance documents and liaising with IT for its implementation.
5. Prepare and review the policies and procedures that collectively form the Authority's governance, including constitutional documents, guidance for Members, the Code of Corporate Governance and the Annual Governance Statement.
6. Assist in the production of the Broads Authority's Annual Business Plan and Broads Plan, providing updates in conjunction with the Management Team, and review and update the Authority's Corporate Partnerships Register, Business Continuity Response Plan and other relevant documents.

7. Ensure that appropriate arrangements are in place for the management of risk, including the review and coordination of the Corporate Risk Register and review of the Risk Management Policy.
8. Lead on the annual Internal Audit of Corporate Governance and Risk Management, providing evidence to support the auditor's report.

## Data Protection

1. Assist the Data Protection Officer (DPO) in developing the Broads Authority's response to the Data Protection requests following current regulations and ensuring all FOI, EIR and Data Subject Access requests are dealt with.
2. As the Authority's Deputy Data Protection Officer, support the DPO in providing, responses, guidance and support in relation to all data protection matters, including Data Protection Impact Assessments (DPIAs), monitoring of internal compliance, and contact point for data subjects and the supervisory authority.

## Key Relationships:

1. Reports to the Director of Finance as line manager.
2. Works closely with the Management Team and liaises regularly with senior managers.
3. Liaises regularly with the Monitoring Officer, Members of the Authority, and in particular the Chairs of the Authority and of its committees.
4. Line manages the Governance Team.
5. Close liaison with other teams across the organisation.

## Person Profile

Specification	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A degree or equivalent qualification.</li> <li>▪ Extensive professional experience of local authority and/or national park authority governance procedures.</li> <li>▪ Excellent programme and project management planning and time management skills.</li> <li>▪ Computer literate, including use of Microsoft software, email and internet.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Current driving licence.</li> <li>▪ A professional qualification in Management.</li> </ul>
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Good understanding of the governance arrangements of public bodies and local government in particular.</li> <li>▪ High political sensitivity, with an understanding and appreciation of working in a political environment.</li> <li>▪ Proven managerial skills and ability to manage staff.</li> <li>▪ Qualified Data Practitioner (training will be provided if required)</li> <li>▪ Good understanding of Data Protection related issues and Freedom of Information Requests.</li> <li>▪ Good understanding of risk management.</li> <li>▪ A working knowledge of key agencies and non-governmental organisations and their respective roles in supporting the work of the Authority.</li> <li>▪ Highly developed project management skills to ensure co-ordination of inputs and management of multiple tasks to meet long-term project objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of statutory functions of Broads Authority and National Park Authorities in England, Wales and Scotland.</li> <li>▪ Experience of liaison with political stakeholders.</li> <li>▪ Understanding and experience of social media.</li> <li>▪ Experience of event management including liaising with partner organisations and stakeholders</li> </ul>

Specification	Essential	Desirable
<b>Mental Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to work under pressure and the navigate politically sensitive and confidential situations.</li> <li>▪ Ability to manage conflicting requests from officers and members with diplomacy.</li> <li>▪ Managing complex information regarding the authority's performance and deliver from a variety of sources, to ensure the authority meets statutory deadlines (which may be annual, biannual or every four years).</li> </ul>	
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent management and leadership skills including to employees not directly line managed.</li> <li>▪ Developed written and spoken communication skills</li> <li>▪ Ability to analyse and respond to difficult and contentious issues raised by members or the public, the Authority's Members, or colleagues, exercising strong influencing skills and dealing with objectors with tact and diplomacy. For example, advising Members on conduct at committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Design skills for appropriate forms of communication with different audiences</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>▪ Computer literate, including use MS Word, Access, Excel, PowerPoint and Outlook, internet and website software.</li> <li>▪ Use of a keyboard skills with the requirement for typing accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of MS Teams</li> </ul>

Specification	Essential	Desirable
<b>Initiative &amp; Independence</b>	<ul style="list-style-type: none"> <li>▪ A high degree of self-motivation and strong organisational skills, with the ability to work independently, exercising discretion and initiative on a daily basis, able to devise and implement solutions to high profile issues over a broad range of activity and to make decisions with a minimum of supervision.</li> <li>▪ Ability to provide regular guidance and advice to the Chairs, Chief Executive, Management Team and other senior officers on a proactive basis to forward plan and monitor the Authority's long-term and annual business.</li> <li>▪ Ability to work within broad practice and guidelines, demonstrating a strategic and holistic approach to planning which integrates the full spectrum of the Authority's statutory functions/duties.</li> <li>▪ Excellent planning, workload and time management skills to meet strict deadlines and co-ordinate a range of activities and conflicting demands.</li> </ul>	
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>▪ Attending meetings and committees for up to four hours at a time.</li> <li>▪ Sitting in a constrained position at a keyboard for prolonged periods of time.</li> </ul>	

Specification	Essential	Desirable
<b>Mental Demands</b>	<ul style="list-style-type: none"> <li>▪ Prolonged periods of concentrated mental attention over a diverse range of activities, for example to participate in debates in Management Team and meetings with Members, to prepare strategic plans and business reports, and to provide statistical analysis and interpretation of complex statutory regulations across a wide range of activities.</li> <li>▪ Ability to cope with a high volume of work-related pressure and deadlines including preparing committee agendas.</li> <li>▪ Ability to manage conflicting demands and frequent interruptions on a daily basis.</li> <li>▪ Ability to manage workload for the Governance Team.</li> </ul>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>▪ Exposure to regular and occasionally intense emotional demands in dealing with difficult issues from Members and members of the public, some of whom will have contacted the Chief Executive or politicians.</li> <li>▪ A requirement to work to strict deadlines and to ensure that the Authority conforms to statutory regulations.</li> </ul>	
<b>Responsibility for People</b>	<ul style="list-style-type: none"> <li>▪ High impact on developing and enforcing policies and procedures and providing advice or guidance to officers and Members.</li> <li>▪ Impact on staff morale to ensure that the Authority is represented accurately and positively.</li> </ul>	

Specification	Essential	Desirable
<b>Responsibility for Supervision</b>	<ul style="list-style-type: none"> <li>▪ Direct responsibility for the line management of a team of 3 Governance Officers.</li> <li>▪ Responsibility for providing advice, guidance and instruction to Members, senior managers and employees not under direct line management.</li> </ul>	
<b>Responsibility for Financial Resources</b>	<ul style="list-style-type: none"> <li>▪ Accountable as budget holder for expenditure of approximately £60,000 per annum and responsibility for budget setting.</li> </ul>	
<b>Responsibility for Physical Resources</b>	<ul style="list-style-type: none"> <li>▪ Responsibility for the design and maintenance of manual and computerised information including appropriate records relating to governance DMS and business planning, data protection and strategic risk. Including the design and implementation of a committee documentation management system, with support from ICT.</li> <li>▪ High degree of confidentiality relating to governance and business planning and reporting which could adversely impact the Authority if not maintained.</li> <li>▪ Ability to provide interpretation, advice and guidance on the implementation of external regulations, statutory requirements and processes.</li> </ul>	
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>▪ A mixture of home and office based, with occasional site visits and lone working.</li> </ul>	

Last updated: February 2025