

**PERSON SPECIFICATION:**

**Head of Governance**

|  |  |  |
| --- | --- | --- |
| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | Leadership qualification Level 4/5 or willing to work towards.  Educated to degree level or equivalent. |  |
| **Experience** | Comprehensive understanding of housing association and charity regulation.  Substantial experience in a Governance role ideally in a social housing environment.  Experience of preparing and managing large budgets ensuring best value for money. | Experience of Legal/Leaseholder/  Shared Ownership tenures.  Experience in data analytics.  Experience of PR and Marketing |
| **Knowledge, Skills & Abilities** | Stamina, drive and enthusiasm  Excellent organisational, facilitation and communication skills with a positive “can do “attitude.  Builds supportive relationships.  Highly developed influencing and problem-solving skills.  Thinks strategically and innovatively.  Decision and problem-solving skills, able to plan resources to achieve goals and targets.  Conveys complex information in a range of formats for a wide variety of audiences in plain English.  Solutions orientated.  Ability to see the wider implications of proposals.  Excellent attention to detail skills.  Manages a varied workload and prioritises effectively.  Excellent communicator at all levels.  Experience of writing Board reports, delivering presentations.  To be the “champion” in striving to provide the best possible service to Board, staff and tenants of the Company constantly aware of Equality and Diversity issues.  Willingness to work flexibly to meet the needs of the post.  Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn  Ability to identify own skill gaps and request training where required |  |