

Job Title: Corporate Governance Manager	
Job Evaluation Number	C035

JOB DESCRIPTION

Job Title: Corporate Governance Manager	Location: HQ South
Job Family: Business Support	Role Profile Title: BB5 Police Staff
Reports To: Head of Strategic Governance	Band level: 5K
Staff Responsibilities (direct line management of): Corporate Governance Officer(s), Strategic Analyst(s) and Corporate Strategy Officer(s)	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: support the Head of Strategic Governance by leading the team responsible for the development and delivery of the Force plan, strategies, organisational policies, knowledge and the facilitation of external inspectorate activities; manage the successful delivery of strategic research & analysis and the corporate governance framework, including horizon scanning, risk & business continuity, change governance stage-gates and organisational learning.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Lead and manage the delivery of corporate governance and strategic analysis through the day-to-day management of staff in the Unit, adopting a coaching leadership style, managing and developing people, promoting and maintaining ethical standards and maintaining relationships with key stakeholders (internally and externally) to support the Head of Strategic Governance in ensuring the function is fully aligned with business needs.
2. Manage and oversee the production of governance products in line with the organisational business framework, timetable and processes, including the co-ordination and review of enabling corporate strategies / policies managed by other Departments.
3. Manage and oversee the production of scanning, research and strategic analysis to inform the strategic plan, organisational situational awareness and the development of organisational priorities (including the production of the Force Management Statement).
4. Support the Head of Strategic Governance in delivering key enabling processes as set in the internal accountability framework to facilitate efficient and effective service delivery (including Risk & Business Continuity, Change Governance, Strategic Planning and review, HMICFRS Monitoring Portal).
5. Deputise for the Head of Strategic Governance as reference point in respect of the Force relationship with the OPCC, HMICFRS and other strategic, corporate-level partners, including managing and developing the delivery of the HMICFRS Inspection programme.
6. Manage, develop and continually improve the Force organisational memory, capturing learning from internal and external reviews, inspections and incidents, co-ordinating and sharing knowledge effectively and appropriately across the organisation.
7. Develop and deliver professional advice, support and updates on Force strategy and governance, ensuring that dependencies and interdependencies are managed across business areas, working with and influencing senior managers and teams across the organisation.

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8. Other allocated duties, including involvement in cross-Force, regional and national initiatives in support of continuous organisational and professional development.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
Professional lead and oversight of key strategic products e.g. Force Management Statement, Strategic Analysis into key areas of threat and risk, Strategic Plan, Risk & Business Continuity monitoring reports, informing CCMT, engaging the wider organisation and external scrutiny panels.
Daily management of the resources preparing corporate / organisational strategy, strategic analysis, governance processes and management frameworks, implementing the vision of the Department / Unit, and assisting in the preparation of the strategic direction of the Force.
Delivery of the annual planning processes for strategic prioritisation and business planning, engaging all senior leaders across the organisation and delivering accurate reports and updates to Chief Officers.
Responsibility for managing the organisational memory, co-ordinating multiple facets from across the organisation including learning and evidence-based practice in an innovative, informative and accessible manner.
Maintain and develop internal and external stakeholder relationships to ensure strategy remains connected to the broader organisation.
Management and oversight of preparations in line with the continuous cycle of HMICFRS Inspections and visits, which have an organisation-wide remit.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Degree and / or business qualification.	E
2. Lead, manage and develop an ethical, evidence-based and professional team, initiating creative and innovative thinking with the confidence to challenge.	E
3. Proven ability to think strategically and work across professional boundaries in a multi-disciplined and complex environment, including knowledge and experience in the production of strategic analysis.	E
4. Substantial experience in strategic and business planning within a large organisation, with experience in corporate governance, people and financial management and programme management showing innovation, co-ordination, prioritisation and organisation skills.	E
5. Excellent interpersonal and communication skills, adaptable to all levels of the organisation with the experience, confidence and credibility to communicate complex or specialist information to a non-specialist audience, facilitate workshops and deliver presentations.	E

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6. Confidence and ability to develop strategic insight to influence key stakeholder across the organisation and effectively deliver corporate governance policies and strategy, including planning, designing and implementing a risk management process incorporating assessment and evaluation.	E
7. Knowledge and experience of using common office software to a high standard, with an ability to get the most benefit from the innovative application of existing and new IT software.	E
8. Knowledge and experience of business administration, including public sector governance and accountability statutory requirements.	D
9. Experience of the policing environment, including knowledge of core-policing, operational support and business support functions.	D