

Job Description

Job title:	Governance and Regulation Lead
Reports to:	Head of Governance and Legal Services (Assistant Company Secretary)
Responsible for:	Direct line management responsibility

Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

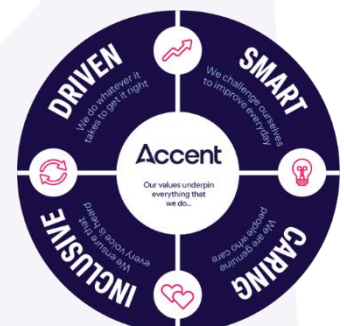
Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As Governance and Regulation Lead you will be instrumental in ensuring statutory compliance and strong governance across Accent Group's entities. You will oversee regulatory frameworks, corporate policies, and governance structures to ensure alignment with legal and industry standards. Working closely with the Director of Governance, Regulation, and Assurance, and the Head of Governance & Legal Services, and other key stakeholders, your role will support continuous improvement and excellence in governance processes, fostering transparency and accountability across the organisation. Key to the role will be the development and implementation of a partnering approach to Governance and Regulation.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

In this role, you will ensure that all corporate governance and compliance functions are conducted in alignment with Accent's core values. By maintaining high standards of professionalism and integrity, you will help build a strong foundation of trust and accountability within the organisation. Your commitment to regulatory compliance and ethical governance will be key to supporting Accent's long-term success.



Key Responsibilities and Duties

- Lead the development and implementation of a partnering approach across the organisation to governance and regulation
- Provide specialist, and practical, professional and technical advice, support and guidance to Accent colleagues in relation to governance, regulation and company secretarial practice
- Lead the development and maintenance of the forward plan of Board and Committee business, ensuring the effective flow of forward plans, agendas and accurate meeting records
- Lead the coordination of the self-assessment against Accent's chosen Code of Governance, and ensure the development, monitoring and delivery of Accent's Governance Action Plan.
- Ensure that governance effectiveness reviews are carried out in accordance with required timescales, including the coordination of external reviews
- Develop and implement processes and procedures to enable the completion of Board and Committee member appraisals, and ensure the development and implementation of subsequent collective and individual training and development plans
- Support the development and implementation of Board and Committee succession plans, including customer engagement processes as these relate to Accent's governance structures
- Support the regular review, updating and communication of Accent's Standing Orders, Governance Policies and Procedures, and Framework of Delegations
- Oversee processes for the accurate and timely submission of company returns and updating of company records, working with stakeholders to address any improvements that may be required
- Maintain accurate records of Accent's other company directorships and interests, and provide advice and guidance to those with responsibilities in relation to these
- Support Accent in its preparation for Regulatory inspections.
- Lead on the development, implementation and monitoring of Accent's suite of probity policies, including the design of effective communication, training and awareness activities, and the maintenance and communication of associated registers
- Work closely with other members of the Governance, Regulation and Business Assurance team to ensure a coordinated, joined-up and resilient approach to team tasks and functions

Leadership Responsibility

As leaders at Accent, we are tasked with more than just achieving organisational goals; we are entrusted with the responsibility to create an environment where every colleague can thrive. To do so, we must embody the core competencies that define true leadership.

- Ensure we build a customer first culture within our teams and the wider organisation.
- Ensure we engage and are committed to the wider vision of the organisation and its goals always working collectively to achieve the best outcomes for our customers.
- Proactively and positively give feedback directly to colleagues and leaders when there may be an opportunity to improve behaviours. At Accent we want an open and transparent culture, and must always act with integrity towards our peers and colleagues and not engage any disrespectful behaviours.
- Invest in personal development and development of our teams, fostering growth through continuous development, coaching, and challenging experiences.
- Inspire innovation by encouraging new ideas, diverse thinking, and a culture of continuous improvement.
- Drive forward making bold decisions, tackle difficult issues, and grow from setbacks.
- Building trust, collaborating openly, and valuing inclusion, creating safe spaces where every voice is heard and respected across the whole organisation.
- Align our actions with a clear vision and purpose, taking decisive action to achieve results while always keeping our commitments.
- Embody care, ensuring that compassion and accountability are at the heart of everything we do.
- Work to the Accent competencies, always achieving the highest standard of conduct and integrity.

The must haves:

- Proven experience in corporate governance or company secretarial roles.
- Strong knowledge of regulatory and statutory requirements for UK companies.
- Excellent organisation skills and attention to detail.
- Experience in managing statutory filings and returns with regulatory bodies.
- Excellent report-writing and presentational skills.
- Experience of working with internal and external stakeholders in relation to governance and regulation

The added extras:

- Studying for or holding a Chartered Governance qualification, or similar.
- Knowledge of the housing sector and its regulatory requirements.
- Proficiency in the use of appropriate governance software.
- Experience in managing a team or supervising a group of colleagues

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.