



Creating great homes together

Role Profile

Position

Governance Officer – Executive Board

Reporting to

Governance Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Being passionate about all things Governance related.
- Having exceptional organisational and coordination skills, proactive and problem solving.
- Being able to see the big picture while maintaining attention to detail.
- Communicating ideas with confidence and implement changes effectively.
- Adapting your style to gain engagement and commitment from others.

What you take care of

- Act as a central coordination point for Executive Board business, supporting the golden thread of governance from executive decision making through to Board assurance.
- Provide robust governance and administrative support to the Executive Board, including managing forward programs, collation and circulation of papers and ensuring that discussions, decisions and actions are clearly documented, tracked and aligned to matters escalated to the Strategic Board and its sub committees.
- Coordinate inputs from leaders across the business, providing clarity on expectations and how their work informs Executive Board decisions and onward escalation to the Strategic Board.
- Work closely with Governance Officers supporting the Strategic Board and Board sub committees to ensure consistency and continuity in governance practices across Magna.
- Identify opportunities to improve the efficiency, clarity and effectiveness of governance processes at Executive and Board level.
- Support the Governance Manager to implement and manage effective Governance processes maintaining a streamlined, joined up governance framework that promotes clarity across Board and committee structures.
- Deputise for other Governance Officers and the Governance Manager as and when required.

What you need to be successful

- Strong organisational and coordination skills with proven ability to manage highly complex meeting schedules, across multiple governance forums, stakeholders, and timelines.
- Experience of business administration at C Suite, Executive or Board level in a large or complex organisation.
- Confidence in managing and maintaining governance systems and experience of taking high quality minutes capturing precise and succinct action points.
- Excellent attention to detail and able to work autonomously and on your own initiative, whilst also being a team player.
- Working knowledge of corporate governance practices and their value to the organisation.
- Good knowledge and understanding of policy and legislation relating to compliance and regulation.

Qualifications required

Applicants with transferable skills are encouraged to apply.

- Educated to degree level or equivalent qualification or experience.
- CGI (Corporate Governance Institute) qualification or part qualification would be an advantage.

Approved: V1/0526107