



Creating great homes together

Role Profile

Position

Governance Officer

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.
- To be able to champion and shape Magna's Governance agenda.
- A fast paced, adaptable, and highly collaborative environment.
- First class training and support to learn new skills that will set you apart.
- Encouragement to try new approaches and new ways of getting things done.
- Working with talented and ambitious colleagues.
- Continued professional development.

What you are known for

- Being passionate about all things Governance related.
- Communicating ideas with confidence and implement changes effectively.
- Being able to respond in a timely way while maintaining attention to detail.
- Adapting your style to gain engagement and commitment from others.

What you take care of

- Support Governance processes ensuring that they are implemented in accordance with Magna's Rules, Governance Framework, policies, and best practice, providing Governance advice to the Strategic and Executive Boards.
- Prove a robust administration service to the Strategic Board, Board Committees and Executive Board, including managing forward programs, collation and circulation of papers and producing effective minutes and matters arising reports from the meetings.
- Support the recruitment and training of Board members.
- Support the Governance Manager to implement and manage effective Governance processes to ensure that Magna is compliant with regulatory standards and adopted codes, to ensure the top regulatory rating for Governance is maintained.
- Ensure accurate record keeping, maintain and manage formal records such as minutes of meetings, and registers.
- Support the Governance Manager in preparing reports and briefings including undertaking research on best practice for Strategic Board, Executive Board, Committee meetings.
- Deputise for the Governance Manager as and when required.

What you need to be successful

- Strong organisational skills, coordinating multiple stakeholders, planning ahead and prioritising tasks.
- Experience of business administration at Board level in a large or complex organisation.
- Experience of taking high quality minutes of complex meetings 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 transferrable 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: V1/0825070