



Creating great homes together

Role Profile

Position

Interim Governance Manager

Reporting to

Head of Governance Legal and Risk

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.
- You will directly influence and shape Magna's Governance agenda.
- Encouragement to try new approaches and new ways of getting things done. Continued professional development.

What you are known for

- Being passionate about all things Governance related and able to effectively upskill others.
- Communicating ideas with confidence; asserting own ideas and inspiring others to take actions using creative and innovative approaches.
- Being able to respond in a timely way while maintaining attention to detail.
- Identifying what is needed and delivering successfully even when challenges arise.
- Adapting your style to gain engagement and commitment from others.

What you take care of

- Manage 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.
- Oversee the Strategic Board, Board Committee meetings and Annual General Meeting. Drafting agenda, circulating papers and producing high quality accurate minutes.
- Line manage the Governance Team to ensure an effective and efficient service.
- Manage succession planning for Board members supporting and arranging their recruitment and training.
- Manage the development and implementation of the Governance Framework.
- 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.
- Support the Head of GLR in preparing reports and briefings including undertaking research on best practice for Strategic Board, Executive Board, Committee meetings.

What you need to be successful

- Extensive understanding of corporate governance processes and requirements within the not-for-profit sector.
- Meticulous attention to detail, to ensure that good governance practice is applied.
- Expert administrative abilities with extensive proficiency in the Microsoft Office suite.
- Exemplary leadership abilities with proven effectiveness and experience in team collaboration.

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: V1/0425044