



## Job Title: Corporate Governance Manager

Clyde Gateway is Scotland's largest and most ambitious urban regeneration company. We have a fantastic opportunity to join a multi-award-winning team in Glasgow creating great places where people want to live and work.

As a Corporate Governance Manager, you will get to use your skills and experience to support the social, economic, and place transformation of Clyde Gateway. Working with internal and external stakeholders you will manage and develop policy, practice and governance to support our high performing team. You can be part of our legacy as this is a permanent, full-time position (35 hours per week) with a salary range of £37,241 - £43,635 per annum depending on experience. The successful candidate will enjoy a flexible working environment, performance-related pay progression, generous annual leave, and an attractive defined benefit pension scheme.

### Summary:

Looking to start your career in the regeneration sector? We have an opportunity to join a highly motivated team. Focussed on Corporate Support, you'll provide effective policy, practice, and governance support engaging with our partners to ensure high standards are met and maintained.

This is a great opportunity to join a team that is growing and driving a high-profile agenda contributing to the physical, economic, and social transformation of Clyde Gateway, Scotland's largest and most ambitious regeneration area.

This is a permanent, full-time position (35 hours per week) with a salary range of £37,241 - £43,635 per annum depending on experience.

The successful candidate will be auto-enrolled in a defined benefit pension scheme.

### Post Overview:

The post holder will work as part of a regeneration multi-disciplinary team undertaking a range of governance, organisational, policy, planning, and performance tasks necessary for the effective operation of the company.

You'll be organised, flexible, willing to undertake a range of tasks, and comfortable engaging with internal and external stakeholders. You'll take an active role to develop policy and practice helping to solve problems and ensuring Clyde Gateway maintains high standards of corporate governance and accountability.

### Key Tasks:

The post holder will support a wide range of governance and policy activities and will work in an exciting and fast past environment.

- Manage the business of meetings of the Clyde Gateway URC and Development Company Board and its sub Committees (Audit and Evaluation, Nominations and Remuneration, Health and Safety, and Community) including the oversight of minutes, issuing of agendas and papers.
- To maintain a record of any required actions arising from decisions taken by the Board and Committees, and ensure that follow-up action is reported, where appropriate, to future meetings.
- To monitor Committee terms of reference and advise the Board of any necessary adjustments.
- Represent the Company in respect of performance management and related tasks in meetings with the Members and other stakeholders including the preparation and submission of monitoring and evaluation reports.
- Maintenance of register of governance policies including programme for review/updating and support the practical application of key policies requirements including, but not limited to:



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- Management of Clyde Gateway's Freedom of Information policy coordinating responses and ensuring timescales are met.
  - Management Clyde Gateway's complaints policy and procedure.
  - Management of company wide GDPR requirements.
  - Ensuring corporate health and safety policy and business continuity arrangements are up to date and effective.
- Ensure company systems and procedure documents are up to date and available for all staff.
  - Maintain a register of internal audit recommendations ensuring actions are coordinated and completed.
  - Support the Senior Manager – Finance in maintaining the Clyde Gateway Corporate Risk Register and Board reporting.
  - Support colleagues to ensure all grant awards are logged, and formally accepted and monitoring reports are prepared and issued on time.
  - Maintain Clyde Gateway's annual Key Performance Indicators (KPI's) supporting colleagues to ensure these are measured and recorded on a six-month cycle.
  - Assist with routine HR planning and maintain processes where necessary.
  - Co-ordinate Clyde Gateway's performance management and appraisal systems, ensuring they are operated effectively.
  - Monitor the policy environment and take steps to ensure the Company is up to date.

### **Person Specification:**

The post holder will have significant experience in governance, performance, and policy issues in the public private, or not-for-profit sectors.

### Essential Criteria:

- A minimum of five years' experience in a similar or related role.
- Educated to degree level or equivalent or hold an appropriate professional qualification or relevant experience.
- Well developed working knowledge of the legal, regulatory and policy environment for the charity and company activities.
- Experience of managing external consultants.
- Ability to manage competing priorities, deadlines and to work with limited supervision to problem solve and achieve outputs.
- Accuracy and attention to detail, challenging assumptions, and inaccurate information.
- Ability to communicate clearly and accurately at all levels with a range of partners and stakeholders.
- Excellent written, verbal and presentation skills.



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- Excellent IT literacy with expertise in Microsoft Word, Excel and PowerPoint. Experience Adobe Acrobat Pro.

### Desirable Criteria:

- Understanding of regeneration policy.
- Experience of working with stakeholder/community groups.
- Experience working in neighbourhoods facing major social and economic challenges.