



## **Role Profile**

### **Higher Executive Officer**

### **Governance and Compliance Manager**

#### **The Role:**

Reporting to the Head of Corporate Services, the Governance and Compliance Manager will be a member of the operational management team (OMT) and will have responsibility for keeping CORU policies and procedures in line with the Code of Practice for the Governance of State Bodies and CORU's own Code of Corporate Governance. The successful candidate will be responsible for data protection in CORU and will co-ordinate all freedom of information requests. As CORU's Chief Risk Officer, the post holder will be responsible for identifying and managing organisational risk as well as ensuring compliance in procurement and contract management procedures.

#### **Key Responsibilities:**

The successful candidate will have responsibility for all governance and compliance matters within CORU including:

- Developing and maintaining policies to ensure compliance with the Code of Practice for the Governance of State Bodies
- Conducting a comprehensive review of CORU's Code of Corporate Governance and ensuring best practice is upheld
- As Data Protection Officer, reviewing data protection policies and procedures, ensuring compliance with GDPR rules and updating them as required
- Conducting a Privacy Impact Assessment and implementing appropriate security measures to ensure the confidentiality and integrity of CORU's data processing systems
- Co-ordinating Freedom of Information requests across the organisation
- As Chief Risk Officer, identifying, measuring and managing risks and promoting a risk management culture in the organisation; maintaining and managing CORU's risk register
- Acting as Returning Officer for all CORU elections and ensuring each election is conducted to the required standards as set out in the Bye-Laws
- Monitoring and ensuring procedures are in place to detect non-compliance with procurement procedures and overall contracts management
- Reviewing, analysing and updating current policy and governance standards within CORU and ensuring compliance with legislative requirements
- Analysing the external environment for policy or strategy changes that will impact on the governance of CORU and advising Council and the Executive accordingly
- Preparing and presenting reports to the Health and Social Care Professionals Council, Registration Boards and the Audit, Risk and Governance Committee as required

- Working collaboratively as part of the OMT, participating in the overall organisational development and management capacity within CORU and ensuring the highest standards of corporate governance and personal conduct
- Performing any function that may be assigned by the Head of Corporate Services or CEO/Registrar

## **Essential Requirements**

### **Essential Qualifications and Experience**

The successful candidate must:

- A relevant third level qualification or equivalent experience
- Have substantial proven experience in a similar role
- Possess deep knowledge of governance within the public service and be completely up to date with the Code of Practice for the Governance of State Bodies and the Health and Social Care Professionals Act (2005) as amended
- Demonstrate considerable experience in data protection, compliance and risk management
- Have a good knowledge of data protection and freedom of information legislation

### **Essential Skills**

The successful candidate must:

- Have excellent interpersonal skills with the ability to build relationships with many different stakeholders and demonstrate proven negotiation and influencing skills.
- Be a strategic thinker and have awareness of the political landscape
- Demonstrate the ability to work on own initiative as well as on project teams
- Have excellent planning and organisational skills and the ability to prioritise effectively and manage a significant work load.
- Possess exceptional written and communication skills.
- Display an observable track record of effective judgment, decision making, initiative, and problem solving.
- Have excellent attention to detail and a track record of delivering on targets and objectives.
- Show evidence of considerable critical analysis experience, with the ability to quickly grasp complex issues and communicate them effectively

### **Desirable Requirements**

- Post-graduate qualification
- Project management experience
- Experience in a regulatory environment.

***This role profile is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.***