

Job description and person specification

Job Title: Deputy Board Secretary

Reports to: Head of Governance/Co Sec LPP I

Purpose: To lead in the delivery of team objectives in the areas of Board and Committee management, subsidiary management, project management of change projects and development of internal governance. This role is key to ensuring that LPP Group is managing subsidiaries in line with the corporate governance best practice and FCA expectations.

Key Responsibilities:

- Assist the Head of Governance in providing an effective Board and Committee reporting function with a focus on providing governance support to LPP Group. This will include the organisation of meetings, minuting and adherence to the Constitutional Document/partnership governance documents.
- Ensure delivery of transparency and open communications across the board and committees (LPP and LPFA).
- Ensure Subsidiary Management (LPP and LPFA group entities) is delivered effectively and in line with FCA expectations; identify and prepare for upcoming changes in legislation and regulation.
- Lead company secretarial services provided to GLIL Infrastructure Platform.
- Develop governance policies and company secretary practice in line with the overall Group and team priorities such as internal and external governance matters including maintenance of LPP's governance policies, external annual reporting and internal reporting in the areas of governance to the Executive Committee.
- Carry out, with the team, tender exercises.
- Work effectively in a demanding environment with competing priorities
- Proactive forward agenda planning to assist the Executive to deliver the decisions needed to deliver their change programmes and operational priorities.
- Working with the team to create appropriate control measures for the team's risk register and respond to Audit Committee recommendations as required.
- Contribute to the development of the team's business plan.
- To deputise for the Head of Governance and other team members as required (particularly during busy periods).

- Ensure activities meet and integrate with the organisational requirements for quality management, health and safety and environmental policies and comply with the legislative framework within which the authority operates.

Person Specification:

The successful candidate will demonstrate the following qualities:

1. Company secretarial experience of supporting Board and Committees, particularly within an investment focused environment
2. Extensive experience of minuting and managing board and committee meetings.
3. Demonstrate a comprehensive knowledge of the UK company law and regulated environments (ideally pensions).
4. Experience of effectively managing Companies House and other filing procedures.
5. Some experience of developing governance policies and processes.
6. Has a broad understanding of performance and project management.
7. The ability to work unsupervised
8. Excellent organisational skills.
9. Effective written and verbal communication and experience of drafting Board reports and dealing effectively with stakeholders.
10. Supportive team player.
11. Ability to develop and maintain good working relationships, and work flexibly across professional and operational boundaries.
12. Commitment to excellent customer service.
13. Excellent organisational skills.

Required Qualification, Skills and Experience

1. Relevant professional qualification: ICSA qualified
2. Experience of professional board and committee support.
3. Experience of company secretarial registration work.
4. Experience of the breadth of the diversity agenda including embedding good practice and an understanding of LPFA's and the public sector's commitment to combating discrimination and promoting equality of opportunity.

5. Experience of working for or with a regulated entity would be beneficial.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.