

West London Waste (WLWA)

Job Description

Job Title: Governance Manager

Responsible To: Director of Circular Economy and Net Zero

Responsible For: N/A

Main Function of Job: As the Governance Manager at WLWA, you will play a pivotal role in enhancing communication flows, celebrating organisational achievements, and ensuring robust meeting governance across all levels. You'll work closely with the Director of Circular Economy and Net Zero to support the strategic oversight and operational efficiency of the organisation in an assistant Company Secretary position. This role is crucial in fostering a transparent and effective corporate governance framework and aiding in the strategic planning and execution of projects within WLWA.

Salary: PO4

Budget Responsibility: N/A

Basic Hours: 36 hours per week

Principal Location: Head Office, West London Waste – Unit 6, The Green, West Drayton, UB7 7PN

Duties & Responsibilities

Communication and Engagement:

1. Manage rhythms of communication both into the Senior Leadership Team (SLT) and outwardly, ensuring effective engagement with the WLWA Board, Environmental Board, Borough Partnership, and various programmes.
2. Coordinate and celebrate organisational successes, fostering a culture of recognition and positivity during team and company meetings.
3. Coordinate with the Communications Manager to align messaging with strategic goals.

Meeting Governance and Documentation:

4. Provide a company secretary function and oversee the governance of various meetings including those of Chief Officers, Senior Leadership Team (SLT), Managers, and strategic briefings, ensuring they are conducted efficiently and effectively.
5. Prepare forward plans, agendas, minutes, and diary invites for meetings, as well as maintaining charters, board packs, and attendance records to ensure thorough documentation and follow-up.

Corporate Governance and Compliance:

6. Conduct reviews and make recommendations on corporate governance, including the maintenance of an Applicable Legislation document, auditing statutory and best practice requirements, and managing documentation related to FOI, transparency, and Corporate Policies.

- Implement and maintain a gap analysis and action plan to achieve ISO 9001 certification, demonstrating a commitment to quality management systems and continuous improvement.

Reporting and Analysis:

- Compile control reports relating to HR, Health & Safety, Finance, systems, and governance, providing a comprehensive overview of operational compliance and areas for improvement.
- Analyze and report on data to support strategic decision-making, ensuring the Chief Officers and SLT have access to timely and accurate information.

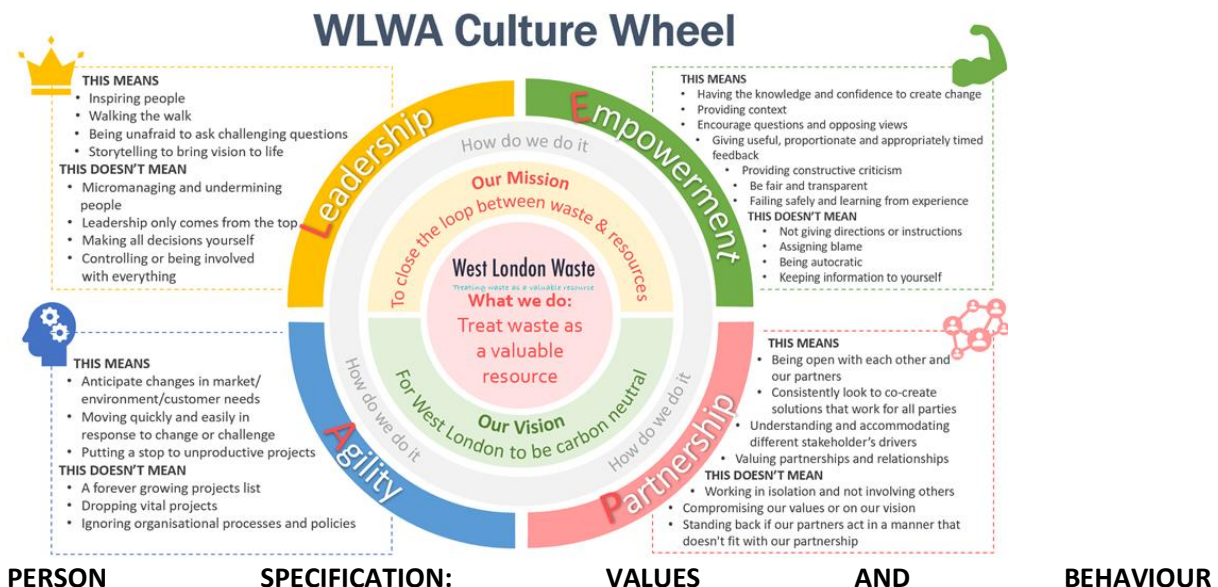
Support and Mentorship:

- Offer line management and mentorship to the Sustainability Programme Lead and Communications Manager, overseeing functions related to PMO, CEOG, and OWL, and ensuring their professional development and alignment with organisational goals.

WLWA is continually reviewing its structures and ways of working to provide the best possible and most efficient services for residents. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

ROLE ACCOUNTABILITY

Role	Accountability 1 & KPI	Accountability 2	Accountability 3
Governance Manager			



Values and Behaviours	Recruitment and Selection
I ensure the needs of different communities are understood and addressed by facilitating	Essential (E), Assessed by; Desirable (D)

effective communication and collaboration with stakeholders, including local boroughs and community organisation	E	Application (A), Interview (I), Test (T) or Certificate (C)
I challenge others and deal with challenges in an honest and constructive way, supporting the leaders and managers in strategic planning and decision-making processes	E	A, I
I am a role model for the Authority's behaviours and lead by example	E	A, I
I make decisions within the scope of my authority, rather than refer them up the line, ensuring robust meeting governance and compliance with statutory and regulatory requirements	E	A, I
I take responsibility for making sure that taxpayers' money is spent effectively by monitoring and reporting on the performance of governance activities and initiatives	E	A, I
I make sure I know what others are doing in order to do my job well, coordinating meeting schedules, preparing documentation, and ensuring follow-up on action items	E	A, I
I am flexible in my work and can change what I'm doing in order to meet priorities, enhancing internal and external communication flows to ensure transparency and stakeholder engagement	E	I
I treat everyone fairly, with respect and value differences.	E	A, I
I do what I say I will do when I've promised to do it, or let people know why not, maintaining knowledge of governance best practices and regulatory requirements	E	I
		A, I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
<p>To hold a degree or equivalent level qualification in law, business administration, governance, or a related field.</p> <p>To hold a relevant corporate governance or company secretarial qualification.</p>	<p>Essential (E), Desirable (D)</p> <p>E</p> <p>D</p>	<p>Assessed by; Application (A), Interview (I), Certificate (C),</p> <p>A, I, C</p> <p>A, I, C</p>
Experience	Recruitment and Selection	
<p>Extensive experience in governance and compliance: Managing governance practices and compliance with statutory and regulatory requirements. Handling performance-related issues and managing multiple senior stakeholder</p> <p>To be an experienced project or team leader with experience of managing change</p> <p>To have excellent oral and written communication skills</p> <p>Experience of project strategy development</p> <p>To have an understanding of the financial and policy levers influencing recycling markets</p> <p>To demonstrate strong problem-solving skills and have the ability to respond flexibly, re-prioritising work as necessary</p> <p>Demonstrable knowledge of relevant legislation for governance, compliance, environment, and contracts</p> <p>Experience working in governance or company secretarial roles within either the private or public sector</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>