

# Head of Governance

## Job Description and Person Specification

### Purpose of the role

As a party we are clear about what drives us: we are a party of social and environmental justice, which supports a radical transformation of society for the benefit of all, and for the planet as a whole.

Our party's internal structures and processes need to work together to the benefit of all members and for the delivery of more elected Greens, getting our policies in place across England and Wales. We are looking for the right expert to support the Green Party Executive and other party governance structures to operate as effectively and as inclusively as possible. You will be working at the interface between the law, the Electoral Commission, our Constitution and best practice for a membership organisation.

You will hold specific expertise in a number of governance functions and will provide advice and guidance to key members and staff colleagues. You will build the types of relationship which enable this advice and guidance to be taken seriously and to ensure that the needs of the party are met.

Although a working knowledge of the Green Party's Constitution would be helpful we think your key characteristics will be your systems thinking, your ability to build and maintain trusting relationships, and your integrity.

<b>Salary:</b>	£45,845 to £58,143 (Points 37-47 on the GPEW salary scale)
<b>Hours:</b>	Full time, 35 hours per week
<b>Job type:</b>	Permanent
<b>Location:</b>	Hybrid: attending London office (N7) at least one day a week
<b>Line manager:</b>	Chief Executive
<b>Line management responsibilities:</b>	Human Resources Manager and Governance Officer
<b>Key relationships:</b>	GPEX, GPRC, Disciplinary Committee, Standing Orders Committee, Electoral Returning Officer/s

### Application process:

Applications to be submitted by 23:59 on 7th August 2022 via The Green Party's Applied recruitment system. Assessment and interviews to be held on 23<sup>rd</sup> August 2022. Access to the Green Party's Applied recruitment system can be found at <https://app.beapplied.com/apply/l3c69rppxe>

Please note, the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

## **Principle Roles and Responsibilities**

### ***Support to Party governance bodies***

- 1) Work closely with the Chair, Chief Executive and team, and other members of staff to support GPEX in fulfilling its remit;
- 2) Advise GPEX on Constitutionally compliant governance;
- 3) Develop training programme as required by Conference for all Governance bodies and a board/committee development programme in line with membership governance best practice;
- 4) Act as GPEX Secretary;
- 5) Ensure the party is compliant with best practice in the declaration and management of conflict of interests;
- 6) Maintain the Risk Register and Balanced Scorecard, working with staff and governance members;
- 7) Ensure the party is compliant with Equality, Diversity & Inclusion legislation and good practice, including delivering advice and guidance to Wales, Regional and Local parties.

### ***Constitution***

- 8) Work with the Co-Chairs of GPRC on the reform of the party's Constitution, offering expert advice on how good governance can best be achieved in the context of the Party's Philosophical Basis;
- 9) Support the implementation of any newly agreed Constitution, developing and leading on the delivery of an implementation plan.

### ***Complaints***

- 10) Act as the Complaints Manager for the party;
- 11) Work with all those involved in the Complaints process to deliver an efficient and equitable service;
- 12) Work with all groups involved in the Complaints process to propose improvements to Conference;
- 13) Support the CEO and Party Leaders in responding to complaints regarding Green Party elected Councillors.

### ***Safeguarding***

- 14) Act as the Party's Lead Safeguarding Officer and work with the Governance Officer to implement and manage the policies and procedures for ensuring children and at risk adults are appropriately safeguarded;
- 15) Ensure the party has access to expert safeguarding advice;
- 16) Work with the Management Co-ordinator to agree an implementation plan for a revised Safeguarding Policy and Procedures for the party, ensuring systems are put in place to deliver advice and guidance to Wales, Regional and Local parties.

### ***Internal Elections management***

- 17) Act as lead from staff on internal elections, including the Annual Ballot and any leadership elections;
- 18) Ensure the party's Electoral Returning Officer is supported to discharge their duties in a way that is compliant with the party's processes and regulations;
- 19) Working with the Tech team and Membership, ensure all members can vote whether electronically or via post.

### ***GDPR and data management***

- 20) Act as the Information Controller responsible for General Data Protection;
- 21) Work with the Head of Technology and other party bodies ensure data is collected and stored in line with the party's data policies and procedures;

22) Lead the process by which Subject Access Requests are responded to.

***People management***

23) Line manage the Human Resources Manager and the Governance Officer, working to the overall culture of staff support and development

***Other responsibilities***

24) Along with other members of the management team, drive forward the delivery of the Political Strategy;

25) Support the Chief Executive Officer in leading the whole staff team.

### Person Specification

The Applied questions will ask you to demonstrate your capabilities against specified attributes in the person specification. Those not tested at application stage will be tested through the assessment process and interview, and some tested at application stage may be tested again.

	Attribute	Capability
Experience	Managing staff and working with volunteers with demonstrable aptitude for collaboration and team working	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Teamwork</li> </ul>
	Leading a governance function in an organisation, with experience of complaints systems, data protection and safeguarding	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Strategic thinking</li> </ul>
Skills	Demonstrable ability to deliver against agreed objectives	<ul style="list-style-type: none"> <li>• Determination</li> <li>• Resilience</li> </ul>
	Ability to build strong working relationships	<ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Communication</li> </ul>
	Ability to create and implement systems	<ul style="list-style-type: none"> <li>• Systems thinking</li> </ul>
Aptitude	Positive approach with highly developed skills in working with others	<ul style="list-style-type: none"> <li>• Creating relationships</li> <li>• Flexibility</li> </ul>
	Sound judgment, used to advice colleagues during times of ambiguity and complex change	<ul style="list-style-type: none"> <li>• Reflection</li> <li>• Decisiveness</li> </ul>
	Observation of absolute confidentiality and impartiality	<ul style="list-style-type: none"> <li>• Integrity</li> </ul>
Personal circumstances	Eligible to work in the UK	
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	
	Not a member of another UK political party	
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	

### **General points applicable to all Green Party of England and Wales jobs:**

1. The Green Party is an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by our policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, these meetings may take place out of office hours.
4. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
5. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
6. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
7. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
8. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
9. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
10. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
11. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder