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|  | **ROLE PROFILE** |
| Senior Legal Counsel – Corporate Governance  |
| **Reports to:** | Society Secretary  |
| **Grade:** | Senior Professional / Technical | **Job Family:** | Corporate Governance/ Legal Services |
| **Leadership Responsibility** | Direct Reports: | 0 | Indirect Reports: | 0 | **Regulatory Information:** | Not Applicable |
| **Location:** | Coventry – Binley campus | Working hours: | Mon – Fri : 9am-5pm |
| **ABOUT THE ROLE** |
| Reporting to the Society Secretary you will provide wide ranging support on company secretarial and corporate governance matters. You will ensure that processes in this area operate effectively and in line with applicable legal requirements. The role includes advising on a broad spectrum of corporate governance and secretariat matters but will have a focus on supporting the Society’s Board Committees, primarily the Board Remuneration Committee and Board Technology Committee as well as the Coventry Building Society Charitable Foundation. You will engage extensively with personnel at different levels of seniority, including members of the Board, Executives and Enterprise Leaders as required to successfully discharge these requirements. You will also engage with key suppliers of the Society as required. |
| **ABOUT YOU** |
| You will be legally qualified with a strong interest in corporate governance and secretariat matters and preferably expertise in charities law and governance. You will have the ability to build successful working relationships with, and communicate effectively with, colleagues, both inside and outside the Function. You will have the skills to advise colleagues in a commercially practical, hands on and common-sense manner. You will have a strong alignment to the Society’s values and be able to evidence this in the way you manage and prioritise activities for which you have responsibility. You will have strong drafting and research skills and be able to prepare clear and concise materials for Board-level audiences. |
| **REQUIREMENTS:** |
| * Legally qualified ( or CGI/ICSA qualification)
* Experience of working in the Financial Services sector or a regulated industry
* Ability to manage and prioritise a wide variety of matters with competing deadlines
* Work well under pressure with good organisational skills.
* A sound grasp of relevant corporate governance and charities law requirements
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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) |
| **General Profile** | **1. Provide support on legal and corporate governance related matters*** Support Board and Society governance processes to ensure the Society remains compliant with legal requirements and external benchmarks.
* Provision of a comprehensive secretarial and legal support service to the board and board committees of the Society and the Society’s Charitable Foundation.
* Provision of legal advice to support projects and activities undertaken by the Society’s Charitable Foundation.
* Draft and review Board and Board Committee policies, papers and minutes seek approvals from senior management, Executive and Non-Executive Directors as needed.
* Skilled in producing high quality minutes and live minuting meetings.
* Assist with corporate governance aspects of the Society’s Annual Report & Accounts and AGM, including review and approval of AGM communications.
* Review Board and Board-Committee minutes and the Board decision log to ensure accuracy.
* Manage all corporate governance aspects of Board Committees and the Charitable Foundation.
* Complete all necessary annual returns with Companies House and the Charities Commission and keep up to date the company’s registers.
* Keep up to date with broader external trends relating to corporate governance and assess what impact they should have on the Society.

**2. Provide legal support on reporting matters** * Provide legal support and advice on the application of the Building Societies Act, Companies Act and other similar legislative measures relevant to corporate governance and reporting at the Society.

**3. Stakeholder Management** * Provide flexible support across a range of secretariat and corporate governance matters as they arise in the Society.
* Engage with internal stakeholders to formulate and implement plans for the Society’s AGM and preparation of the Annual Report and Accounts
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| **People & Relationships** | * Stakeholder management – Engage and manage relationships with key stakeholders including Senior and Executive Management.
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| **Governance, Risk****& Controls** | * Attend Board, committee meetings and steercos as required.
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| **Impact, Scale & Influence** | * You will be a point of contact for the Function across a broad range of internal and external stakeholders. You will input into the updating and maintenance of corporate governance processes and procedures and make a strong contribution to the Function.
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| **Decision Making / Problem Solving** | * Identify and develop solutions associated with corporate governance.
* Identify and implement process changes where required.
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