

Governance Officer & Assistant Company Secretary



Purpose

The purpose of this role is to ensure the delivery of effective governance support and guidance that is aligned with the strategic direction of the Bank, the priorities of the CEO, and the needs of the Board. This role will ensure that the Executive Leadership Team (ELT) is effectively enabled to engage with the Board and that the Board operates in an efficient and compliant manner.

Role dimensions

- **Reports to:** Head of Governance & Company Secretary
- **Division:** Legal and Regulatory Affairs
- **Location:** New Plymouth
- **Direct Reports:** N/A
- **Financial Authority:** N/A

Person specifications

- 5+ years' experience in a governance or legal support role
- Previous work experience within a corporate environment, ideally within financial services. Experience in banking or legal environment is highly desirable.
- Exceptional organisational and communication skills with attention to detail and confidence to engage at executive and board level
- Ability to manage competing priorities with flexibility and composure
- Broad technical experience and a proven ability to provide professional support and develop and maintain sound systems across governance matters.

Role specific areas of responsibility

Delivering professional governance services to the CEO, the Board and the Chair and the business as required and supporting the Head of Governance & Company Secretary to deliver governance uplift initiatives and provide relevant governance guidance.

Maintaining the Board's operating disciplines and rhythms including ensuring it has the appropriate governance structures, controls and operating mechanisms in place, and these are understood and work effectively.

Delivering a forward-looking strategic work programme for Board activity that is aligned with business priorities and TSB's regulatory requirements.

Ensuring the delivery and upkeep of appropriate governance documentation, including the Board manual and associated processes and procedures.

Accountable for day-to-day governance operations and advice for all Board related activity, including but not limited to:

- meeting scheduling, logistics and run sheet (supported by Governance EA)

- review and distribution of agenda and papers (supported by Governance EA)

- drafting, review and circulation of minutes and maintain records aligned with regulatory requirements (Supported by Governance EA)

- ensuring the requirements of the Board and committee charters are complied, together with the company constitution, and any applicable policies and maintain any relevant records or registers.

Scheduling, production and filing of mandatory regulatory reporting and supporting TSB to maintain corporate registrations as required.

Operational ownership of Document Hierarchy and management of Board Policies and Standards.

Development and maintenance of the Delegations framework, including supporting TSB employees to understand their accountabilities and delegations and maintain any delegations' records.

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the appointment and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and the Bank reserves the right to amend from time to time as required.