

Head of Governance & Company Secretary



Purpose

The Head of Governance & Company Secretary has the primary objective of delivering high quality governance expertise & support to the Board and Executive, managing the company secretarial functions and regulatory engagement. They will ensure the operational effectiveness of the secretariat support and governance structures and drive continuous improvement.

Role dimensions

- **Reports to:** GM Regulatory Affairs and General Counsel
- **Division:** Legal & Regulatory Affairs
- **Direct Reports:** Yes
- **Financial Authority:** Nil

Person specifications

- Qualified lawyer with at least 8+ years' PQE ideally in leadership role.
- Bachelor of Laws (LLB) and NZ Law Society Practising Certificate.
- Demonstrated expertise in governance & regulatory affairs, ideally in financial services industry.
- Exceptional organisational and communication skills, strong attention to detail and experience engaging at the executive and board level.
- Sound critical thinking with the ability to manage competing priorities with flexibility and composure.
- Strong stakeholder management and leadership skills with the ability to build relationships and influence at all levels.

Role specific areas of responsibility

- Leading effective governance disciplines and rhythms for the Board, including:
 - That the Board have the appropriate secretariat support, governance structures and operating mechanisms in place to run efficiently;
 - Providing strategic governance advice and support to the Executive and the Board to enable informed decision making;
 - Excellent collaboration and communication with the Executive and other stakeholders to ensure the smooth and effective running of the Board.
- Accountable for ensuring TSB's regulatory affairs are well managed, including:
 - Communicating with TSB's regulators, and co-ordinating, and supporting TSB's Board, Executive and business areas in engaging with them in a professional manner;
 - Managing an effective system for TSB to record and respond to regulatory communications;
 - Identifying any areas of regulatory reform to enable TSB to assess and respond appropriately;
 - Advising on regulatory and governance matters affecting TSB, including across prudential, governance, licensing, delegations and disclosure to ensure TSB remains compliant and maintains its regulatory licenses;
 - Advising on the development and review of corporate policies & procedures with governance and/or regulatory implications to ensure TSB meets its licensing and regulatory requirements.
- Lead, coach and develop a high performing, collaborative team to ensure the delivery of professional and seamless services, and working closely with the Head of Legal to provide support and guidance as required.
- Lead the improvement of operational efficiencies of the Team's function through innovation and driving enhancements in governance processes to support best practices.

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 role and their own personal development.

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