

Job Description

Role title:	Human Governance & Compliance Specialist
Accountable to:	Chief Executive Officer
Accountable for:	Supporting educational, social and programme / project delivery
Location:	Guernsey

Role Purpose

Governance is shifting and as regulators and governments around the world begin to emphasise the importance of ESG and organisational culture, it is becoming even more critical for leadership within organisations to understand human behaviour and decision-making and how these interconnect with performance outcomes and culture.

Traditional modes of governance are fast becoming outdated and more human, scientific and data driven methods need to be considered, specifically in understanding the essence of all organisations; the fact that they are just groups of humans. Along with this, organisations like the International Compliance Association (ICA), the Chartered Governance Institute (CGI) and the International Organisation for Standardisation (ISO) are developing governance frameworks and codes that are centred around 'purpose, values and behaviours', being drivers of good governance rather than the inflexible, policies, procedures and controls frameworks.

The **Human Governance & Compliance Specialist** role develops and supports the work of CoSteer, and where required, its sister company PCL, specifically in administering its governance assessment technology, GOVindicia®, as well as developing and delivering its online and face-to-face training and development content. The administration elements of the role seek to ensure clients and licensed partners have a seamless customer and user experience from set-up to reporting.

Key accountabilities

1. Lead on the administration of CoSteer's governance technology, GOVindicia®, specifically
 - a. the client set-up process
 - b. the survey administration process
 - c. the reporting cycle, and
 - d. engaging with clients and licenced partners at key points of contact to ensure effective and efficient accessibility to the platform.
2. Lead on the development of social media strategy and content across platforms such as LinkedIn, Instagram and Twitter
3. Lead on the administration and management of social media content ensuring:
 - a. Alignment of content to global, UK and India promoted 'day' initiatives.
 - b. Alignment of content to ICA, CGI and ISO promotions and events.
4. Support the development of human governance presentations, workshops and other training and educational materials ensuring:
 - a. Alignment with emerging and developing themes in governance and culture.
 - b. Alignment with global governance standards, specifically the UK, India and the ISO.

Key responsibilities

1. Support the implementation and administration of CoSteer's governance assessment and reporting technology, GOVindicia®
2. Assist in the design and implementation of governance, culture and leadership coaching sessions.
3. Support the leadership in CoSteer's own internal governance and compliance frameworks, including the embedding of CoSteer's purpose and values into behaviours and decision-making.
4. Support the leadership in the development of relevant internal policies, procedures and controls in areas related to risk management, data protection and privacy, conflicts of interest and cyber security.
5. Support the leadership in the marketing of CoSteer and its governance assessment tool.
6. Participate in internal leadership and team meetings, contributing to them within our values framework.
7. Participate in external meetings with clients, business partners and other third parties, contributing to them within our values framework.

CoSteer's Values

Our Behaviours

Being compassionate

Compassion is empathy in action

- Seeing the human being, both ourselves and others, and reaching towards them with an open heart and generous understanding.

Being curious

Curiosity is a desire to understand

- Being inquisitive and open, reflecting on ideas and exploring hinterlands to challenge our own present understanding.

Being courageous

Courage is wholehearted vulnerability

- Willing to bring your authentic self to a situation or another person, and at the same time risking connection.

CoSteer's Purpose

We believe that business and society are intimately connected and that by improving the quality of governance within businesses you can directly impact the quality of society.

We help you steer your organisation, align you purpose, values and people, enhance your business and improve society.

Person Specification

	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> Strong and developing understanding of business and its interconnection with societal health Strong understanding of how governance interconnects with organisational culture and organisational performance Detailed understanding of modern governance, its origins and how it is shifting away from being 'compliance' orientated towards being 'purpose' driven Broad understanding of how aspects of behavioural science, evolutionary psychology and neurophysiology impact on human decision-making and governance 	<ul style="list-style-type: none"> Exposure to public, private and not-for-profit organisations, their cultures and governance procedures Experience of societal and business cultures outside of the UK and Guernsey
Skills and abilities	<ul style="list-style-type: none"> Ability to work on multiple programmes / projects concurrently. Excellent IT Skills especially in the use of all MS Office applications, Adobe and Web authoring tools Specialist social media skills including, LinkedIn, Instagram and Twitter Excellent organisational skills and ability to manage own workload. Excellent writing/editing/proof-reading skills in both English and Hindi Effective and confident communicator Ability to build strong working relationships with all stakeholders. Pragmatic but strong attention to detail. Ability to work collaboratively in multi-disciplinary teams and across geographies. To work flexibly and respond positively to changing business needs. Ability to use initiative and solve problems. 	<ul style="list-style-type: none"> Html coding skills Ability to use website design tools such as Squarespace or WIX
Qualifications	<ul style="list-style-type: none"> Post Graduate qualification in a business/human related area <u>JCA qualification</u> or similar in compliance, governance or risk management <u>ISO qualification</u> in the ISO37000 Standards of Organisational Governance or working towards it 	<ul style="list-style-type: none"> Masters in a business-related field
General	<ul style="list-style-type: none"> Committed to continuous professional development. Commitment to CoSteer's purpose and values. A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity, and probity. Must be prepared to travel and attend meetings and training as required, which may involve occasional overnight stays. 	<ul style="list-style-type: none"> Keeping up to date with governance code developments and guidance.