

JOB PROFILE

JOB INFORMATION

Job Title	Company Secretary (CoSec)	Department	Legal
Job Family	Risk & Compliance	Function	Risk & Compliance
Grade	C (£80,000 - £100,000)	SMCR Role	Certified
Location	Merseyside / Tameside / Bradford	No. of Direct Reports	TBC

JOB PURPOSE

* The Company Secretary role is a Certified Person role that will require Northern Pool to request relevant regulatory references from the previous employer - *delete if not applicable*.

The Company Secretary role is responsible for providing corporate governance services across Northern LGPS (the "Pool"), ensuring compliance with the Pool governance frameworks and policies. The role oversees the board of directors (the Board) and committees governance frameworks and policies and maintains statutory registers and filings. It provides high-quality, timely, and controlled governance advice and support to the Board and committees aligned with the Pool's operating model.

This role reports into the Chief Risk Officer.

Key Responsibilities	Secretariat and Governance - Plan and administer Board/committee cycles including agendas, meeting packs, minutes, action logs and annual calendars. - Maintain statutory books, registers and corporate filings, ensuring compliance with all relevant statutory obligations including the Companies Act and FCA requirements. - Provide high-quality governance advice and support to the Board and its Committees. - Coordinate director induction, onboarding, ongoing training and Board evaluation activities. - Ensure governance arrangements, documentation and filings meet all relevant statutory obligations including FCA and Companies Act expectations. - Maintain governance policies, Board and Committee terms of reference and access management for controlled governance documentation. - Ensure governance activities comply with regulatory, statutory and internal policy requirements and coordinate with the Legal Director on regulatory changes and disclosures. - Lead transparent communications on governance matters with relevant stakeholders. Outsourcing and Delegation - Centralise company secretariat activities, maintaining accurate governance records and supporting assurance across Board and Committee activities. - Oversee any of the Pool's corporate governance services performed externally and ensure service quality, effectiveness and compliance with delegation requirements.
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	Data Protection - Act as the Data Protection Officer for the Pool, ensuring all required obligations and expectations are met. Risk Management and Compliance - Ensure corporate governance activities adhere to regulatory, statutory and policy requirements; coordinate with the Compliance function on rule changes and disclosures. - Ensure robust governance risk management practices are embedded across the Pool's activities. - Maintain the Pool's governance risk register and ensure timely identification, assessment and mitigation of governance risks. - Work closely with the Risk and Compliance functions to ensure adherence to regulatory requirements and obligations. - Encourage prompt escalation and remediation of governance issues across the organisation. Stakeholder and External Relations - Represent the Pool's corporate governance function with its partner funds, local authorities, regulators, auditors and external advisers. - Lead transparent communications on corporate governance matters with relevant stakeholders. - Build and maintain strong relationships with industry bodies.
Functional accountabilities	- Responsible for the day-to-day leadership of the corporate governance function. - Ensure the Pool always operates within its legal and regulatory framework. - Centralise corporate governance activities and maintain high-quality records and assurance over committees. - Provide independent and specialist governance advice, expertise and challenge to the Board and Committees. - Support engagement with the Pool's partner funds on governance matters.

KEY INTERACTIONS

Internal	External
- Chief Executive Officer - Chief Risk Officer - Risk and Compliance - Board of Directors and committees - Executive Committee - Legal Director	- Regulators - External auditors - Key industry partners - Partner funds and their committees