

**Job title:**

## **Governance and Compliance Apprentice**

**Line manager:**

**Senior Governance and Compliance Officer**

**Grade (if applicable):**

**Direct reports:** None



### **Role purpose:**

Working with the Governance and Compliance Officers, and under the direction of the Senior Governance and Compliance Officer, you will play a key role in supporting professional governance services at Peabody. The apprenticeship will provide you with a structured learning path to gain practical experience across various governance and compliance functions while building essential skills in organisation, communication, and project coordination. Under the guidance of experienced team members, you will assist with providing high quality governance support to colleagues and non-executive board and committee members and contribute to the efficient and effective delivery of company secretarial services across the Peabody Group.

### **Key results:**

- To assist the Senior Governance and Compliance Officer and the Governance and Compliance Officers with support for group committees and subsidiary boards.
- To provide support to ensure the smooth running of board and committee activities (i.e. agenda planning, assisting with the preparation of reports, collating papers, drafting formal minutes and recording and disseminating key decisions and approvals).
- To assist with providing support for board and committee members, including recruitment, on-boarding, appraisal and training and maintaining records.
- To support the maintenance of statutory registers and the submission of regulatory filings by gathering relevant information, updating internal systems and records, and preparing documentation and returns in accordance with regulatory requirements.
- To support governance and compliance assessments by collecting and reviewing relevant information, maintaining up-to-date internal documentation, and contributing to the preparation of reports.
- To respond to governance and compliance related queries from internal and external customers, providing consistent support alongside team members.
- To promote and encourage a culture of good governance and compliance across Peabody.
- To co-ordinate the sealing and signing of legal agreements in line with the Governance Framework and maintain the Sealing Register.
- To assist in the continued development of the use of IT based boardroom and company secretarial solutions to enhance effectiveness and efficiency.
- To support project work as required and contribute to the effective running of the Governance and Compliance team.
- Ensure the accurate handling and protection of data, maintaining high standards of quality and compliance.
- Maintain personal skills and knowledge relevant to the role.
- Uphold Peabody's policies, including those on Equality, Diversity, and Safeguarding.

### **Success metrics:**

- Deliver board and committee meetings efficiently and effectively, including producing high quality minutes and other documents.
- Respond to enquiries to the team in a timely way and provide a good level of customer service to internal and external stakeholders.
- Deliver governance and compliance processes in line with Peabody's Governance Framework.
- Maintain governance and compliance records accurately, handle information confidentially and in line with Peabody's policies.
- Stay updated on skills and training needed to perform effectively, using tools and data efficiently.

**Version Date:**

**Signed off by:**

## **Level 4 Governance Officer apprenticeship:**

As part of your 20 month apprenticeship you will:

- Undertake off-the-job training as required by the apprenticeship standard, completing structured learning and development activities that build the knowledge, skills, and behaviours needed for the role.
- Participate in off and on-the-job training to apply your learning in real-world scenarios, enhancing your practical skills and understanding of business administration.
- Complete assignments, assessments, and coursework to fulfil the programmes requirements.
- Engage in 1:1 sessions and performance reviews, providing valuable insights for personal growth and skill development.
- Receive mentoring and support from experienced professionals, offering guidance to help you succeed.
- Have opportunities for career development within the company, exploring potential growth and advancement.
- Complete a final end point assessment to demonstrate your knowledge, skills, and competence at the end of your apprenticeship.

## **About you:**

### **You will be:**

- Committed to delivering excellent customer service with a positive, flexible approach.
- Able to produce high quality, accurate written documents including formal minutes.
- Confident and professional when engaging with senior stakeholders.
- Able to interpret governance policies and compliance requirements.
- Organised, team player with a 'can do' attitude.
- Able to handle sensitive and confidential information appropriately.
- Eager to learn about professional governance.
- Have empathy with Peabody's vision as a charity and social housing provider.

### **You will have:**

- Level 2 in Functional Skills in maths and English (or equivalent, such as GCSEs at grades A-C/9-4).
- 2–3 years' experience in a business or governance setting, with exposure to managing stakeholders and working within formal processes.
- Strong communication skills and proficiency in MS Office and Outlook.
- High attention to detail with a problem solving approach.
- Ability to work flexibly, under pressure, and meet tight deadlines.
- Awareness of equal opportunities and support for Peabody's Equal Opportunities Policy.