

<b>Job Title:</b>	Head of Governance and Compliance
<b>Department:</b>	Director Support
<b>Line Manager:</b>	Managing Director
<b>Core Hours Required:</b>	37.5 hours per week
<b>Probationary Period:</b>	6 months
<b>Salary Band:</b>	Level 4 £48,000pa - £60,000pa
<b>Last Updated:</b>	17 December 2024

### **What makes Neg Earth different and what we can offer you?**

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable future for the live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team takes great pride in our reputation for innovation, quality, and reliability. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

Your training and development take centre stage; from your first day with us we will encourage and support you throughout your career. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable your managers to help you succeed and our competencies guide your development enabling you to realise your full potential. We create an inspirational environment rewarding employees for their hard work.

Our vision is one that is sustainable for Neg Earth Lights, our Team, the Live Events Industry, and the Planet. With us, everything is possible, and we strive to ensure every member of our team is acknowledged and can take pride in their delivery of projects.

### **Is Neg Earth the right fit for you?**

We are looking for self-motivated individuals with plenty of initiative who use their ability to develop strong relationships to deliver exceptional customer service. Working proactively and collaborating with others to overcome problems and resolve issues.

Our reputation for excellence requires diligence, a high level of accuracy, and a natural curiosity about what makes things work.

If you like to immerse yourself in exciting and challenging environments and work both independently and as part of a diverse team, then Neg Earth Lights could be the place for you.

### **Job Overview:**

We are seeking a highly skilled and experienced Senior Manager for Governance and Compliance as part of our sustainability programme, focusing on the governance aspect of ESG (Environmental, Social, and Governance). This role is pivotal in business transformation, ensuring that our internal processes, ISO applications, and compliance standards are met and maintained. The ideal candidate will have a deep understanding of our industry and business operations and will be adept at bringing senior managers together to collaborate on cross-functional and departmental processes.

### **Key Responsibilities:**

- **Governance and Compliance Leadership:**
  - Oversee all governance-related activities, ensuring compliance with internal policies, industry standards, and regulatory requirements.
  - Lead the governance aspect of our sustainability programme, including ISO applications and adherence to ESG standards.
  - Emphasise the importance of compliance across Neg Earth Lights, fostering a culture of accountability and integrity.
  - Understand the changing requirements of external stakeholders and improve the efficiency and quality of reporting
- **Sustainability Programme Management:**
  - Drive the governance component of our sustainability initiatives, ensuring alignment with ESG principles.
  - Facilitate collaboration among senior managers to streamline processes and ensure cohesive governance practices across Neg Earth Lights.
  - Review all aspects of non-compliance and recommend and implement changes to improve consistency
  - Collaborate with senior managers to enhance data and technological advancements.
  - Identify opportunities for process improvements and data streamlining to enhance efficiency and effectiveness.
- **Stakeholder Engagement and Ownership:**
  - Build strong relationships with internal and external stakeholders to ensure their engagement and ownership of governance and compliance initiatives.
  - Act as a liaison between stakeholders and the organization to address concerns and ensure alignment with compliance standards.
- **Performance Metrics:**
  - Establish, monitor, and review OKRs (Objectives and Key Results) and KPIs (Key Performance Indicators) to ensure continuous improvement and alignment with business goals.

- **Reporting and Documentation:**
  - Prepare and present regular reports on governance and compliance performance to senior management and stakeholders.
  - Ensure thorough documentation of all governance and compliance activities.
- **Training and Development:**
  - Collaborate with Learning & Development (L&D) to develop and implement training programs to ensure all employees are aware of and adhere to governance and compliance standards.
- **Skills:**
  - Strong leadership and interpersonal skills.
  - Excellent analytical and problem-solving abilities.
  - Proficiency in data analysis and reporting tools.
- **Knowledge:**
  - In-depth understanding of governance frameworks, compliance standards, and sustainability practices, including ISO applications and ESG principles.
- **Software Knowledge:**
  - **Document Management Systems:** Knowledge of systems like SharePoint or DocuWare for managing compliance documentation.
  - **Project Management Software:** Experience with tools like Microsoft Project, Asana, or Trello for managing cross-functional projects.

#### **Essential Skills and Behaviours:**

- **Collaborative Change Agent:**
  - Highly skilled at creating and driving change.
- **Integrity:**
  - High ethical standards and a commitment to maintaining the integrity of the organization.
- **Collaboration:**
  - Ability to work effectively with cross-functional teams and senior management.
- **Detail-Oriented:**
  - Strong attention to detail and a commitment to accuracy in all tasks.
- **Proactive:**
  - Ability to anticipate issues and develop proactive solutions.