

	Job Description
Role	Governance & Compliance Lead (GCL)
Reporting to	Director of Finance & Operations
Background and Context	<p>The creation of the Children's Health Ireland (CHI) incorporated hospitals at Temple Street Children's University Hospital, The National Children's Hospital Tallaght, and Our Lady's Children's Hospital Crumlin. As part of this process Temple Street Foundation, The Children's Medical and Research Foundation Crumlin merged into a new foundation called Children's Health Foundation (CHF) and in time our colleagues in the National Children's Hospital Foundation Tallaght will also join CHF.</p> <p>Children's Health Foundation (CHF) is focused specifically on children's and adolescent health needs in the new healthcare system in Ireland (CHI), including research and innovation, patient and parent support, infrastructure and equipment and any other health services associated with CHI. CHF will continue to support existing sites, and honour commitments made, until all services are relocated.</p> <p>CHF has an ambitious business growth plan and fundraising target commitments to achieve in the coming years and the transformation project plans are central to that delivery.</p>
Role Purpose/ Summary	<p>The Governance and Compliance Lead (GCL) will work with the Director of Finance & Operations (DFO) and the CEO to ensure that CHF is fully compliant with all Regulatory and relevant legislation, as well as managing the CHF risk register.</p> <p>The GCL will provide advice and support with respect to all governance and compliance matters for the organisation. This is including but not limited to guidance on compliance in relation to the Charities Governance Code and Health & Safety Regulations.</p> <p>The GCL is also the appointed Data Protection Officer for CHF to ensure the organisation complies with all GDPR requirements.</p>
Principal Duties and Responsibilities	<p>Role Responsibilities:</p> <ul style="list-style-type: none"> • Working with the Chief Executive Officer and the Director of Finance to provide advice and support on all Corporate Governance and Compliance matters. • Maintain a Children's Health Foundation (CHF) contract database. • Preparation of contractual documents and support with risk documentation compliance. • GDPR – execute duties as DPO for CHF and ensure CHF compliance with GDPR, providing guidance and training to CHF Team as necessary.

- Manage Policies & Procedures Master Schedule directing the leadership team to ensure they have all the required policies and procedures for CHF documented in a timely manner: liaising with the CEO and Director of Finance and Operations ensuring that the relevant policies are reviewed by the Board.
- Manage the CHF Risk Register, coordinating leadership meetings and providing summaries for Finance, Audit and Risk Committee and Board meetings.
- Assist with the development on best practice governance and compliance requirements.
- Work alongside the Head of Communications and the team on the preparation of contractual documents to ensure compliance policies and procedures are strictly adhered to.
- Develop recommendations for the continuous improvement of governance controls and procedures.
- Continual learning and development in relevant areas of risk and compliance.
- Assisting in the provision of compliance training colleagues as required.
- Acting as a support to the business by providing guidance in relation to queries arising in relation to regulatory and compliance matters.
- Manage CHF's Data Protection Programme.
- Maintain a standard of excellence in governance through maintenance of the CRA Governance Code.

Qualifications and Experience

Skills & Experience

- The job holder will hold a relevant third level qualification and possess at least five years' relevant experience, some of which must be in a Governance or Compliance position.
- Strong facilitation and stakeholder management skills and are comfortable working side-by-side with company leaders.
- Be an expert in operational risk management and best practice governance practices.
- Ideally possess an understanding of fundraising in the Charity sector.
- Excellent communication skills and interpersonal skills.
- Demonstrate experience of structuring workload and conflicting demands.

Job Specification

Critical Core Competencies

- Provide advice, guidance, training and development on best practice governance and compliance requirements
- Develop recommendations for the continuous improvement of governance controls and procedures

Technical Competency

- Acting as a lead in the organisation by providing guidance in relation to queries arising in relation to regulatory and compliance matters

Functional Competencies	<ol style="list-style-type: none"> 1. Understand CHF's external environment 2. Ethics Management – including the application of financial controls to avoid fraud 3. Understands and promotes CHF's Organisational Values, History and Culture 4. Accountability - Evaluation of planned spend to ensure value for money
Terms	<ul style="list-style-type: none"> • Full-time, permanent role on Head of Salary Band (starting from €63,601 per annum depending on experience) • Fully agile work policy • Cycle to Work Scheme • PRSA: up to 6% contributory after six months service • TaxSaver Commuter Ticket Scheme available • Employee Assistance Programme • Training and Education grant • Paid sick leave policy after six months service • 21 days annual leave rising to 22 days after three years' service, and five privilege days per annum
We are an equal opportunity employer	<p>We are committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities.</p> <p>If you believe you need a reasonable accommodation to complete any part of the application or hiring process, please send an email to jobs@childrenshealth.ie</p> <p><i>This information will be treated as confidential and used only for the purpose of determining an appropriate accommodation for the interview process.</i></p>
Applying	<p>Please send your CV with a cover letter outlining your relevant experience to jobs@childrenshealth.ie by 5pm Friday 10th March 2023</p>