

Head of corporate governance job description

Join us. Help deliver a greener future.

At Salix, our aim is to deliver decarbonisation, create clean power and lower energy bills for consumers.

We enable people to live in warmer and healthier homes and we help deliver resilient public buildings which are better places to work, visit or use.

Our work means homes and buildings are cheaper to run as they benefit from cleaner and more sustainable energy.

We deliver and administer the government funding that unlocks greater energy efficiency and lower costs for councils, schools, housing associations, hospitals and universities.

We are a trusted delivery partner to the UK, Scottish and Welsh governments, regional combined authorities and public sector organisations across the country.

But our role goes beyond funding and our impact through the Warm Homes Plan.

We provide practical expertise, support and insight throughout every stage of delivery, helping organisations turn ambition into real-world impact while shaping future policy and best practice along the way.

Driven by purpose and backed by decades of technical and delivery expertise, our teams work collaboratively to make complex programmes happen at scale.

If you want to work somewhere where your ideas are valued, your development is supported and your work contributes to a greener future, we'd love to hear from you.

Role	Head of corporate governance
Department/ location	Governance . Location: across London and Manchester We have teams across London and Manchester and this role will require regular travel between both sites
Reports to	Director of finance and resources
Package	Band F

	• Contributory company pension scheme, with employer contributions • Generous life assurance coverage • Hybrid working – minimum one office day a week – and flexible working • 28 days annual leave • CSSC benefits platform • Cycle to work scheme • Employee support with public transport costs • Supported training budget for staff • Access to Employee Assistance Program
Overview	The head of corporate governance is responsible for leading and continuously improving an effective corporate governance and assurance framework across Salix, ensuring compliance with legal, Managing Public Money and other requirements associated with its status as both a non-departmental body and a company, and supporting the Board in the planned transition to the Warm Homes Agency. Acting as a trusted advisor to the Board and its Committees (Audit and Risk Assurance Committee and People and Remuneration Committee), CEO and the Executive Leadership team (ELT), the role ensures governance arrangements enable robust oversight, transparent decision-making and delivery of strategic objectives, supporting effective stewardship of public money and public trust. The role provides independent governance leadership and assurance, shaping how decisions are developed, scrutinised and implemented across the organisation to ensure Salix operates with integrity and accountability. The postholder leads the governance team and has access to specialist legal advice from Salix's contracted lawyers as required.
Key performance objectives	• Governance effectiveness and impact - Ensure governance arrangements enable high quality, evidence-based decision making, effective oversight and organisational accountability across Board, Committees and ELT • Board and executive decision quality - Provide strategic governance leadership and constructive

	challenge to ensure decisions are robust, transparent, and aligned to organisational objectives and public accountability requirements, including the Framework Agreement with DESNZ. • Compliance and assurance – Ensure effective compliance with statutory, regulatory and public sector governance requirements (including Freedom of Information and Data Protection legislation), by maintaining proportionate frameworks, overseeing internal policy and functional standards, delivering statutory reporting on time, and providing assurance to the business on governance and effectiveness. • Investment decision governance - ensure investment and business case decisions are subject to appropriate governance, scrutiny and control, with clear audit trails and alignment to organisational priorities. • Transition governance – ensure that the Board is informed of its duties in the planned transition to the Warm Homes Agency and the subsequent winding up of the company, sourcing external expert legal advice as required.
Key responsibilities	• Lead and embed an effective corporate governance and assurance framework that supports transparent, accountable and risk-informed decision-making. • Act as a principal advisor to the Board, Committees and ELT on governance effectiveness, accountability and compliance, including compliance with the Framework Agreement between Salix and DESNZ, the UK Corporate Governance Code, and the Code of Good Practice for Corporate Governance in Central Government Departments, and government functional standards. • Assure that Company Secretarial responsibilities are met, providing or procuring advice and support to the Board ensuring that the Board and the Company comply with the requirements of the

	Companies Act 2006 and any other statutory and legal obligations. • Monitor legal and policy developments that may affect the governance of Salix, its operations and strategic direction. • Provide governance oversight of Board and Committee operations, including governance structures, annual cycles, forward plans, decision records and governance reporting. • Provide effective records of Board meetings for internal and for public use, highlighting key discussion points, actions and decisions. • Oversee the quality and assurance of Board and Committee papers, ensuring recommendations and decisions are supported by clear analysis, appropriate challenge and alignment with governance standards. • Provide independent governance advice and constructive challenge to support effective decision-making and organisational accountability. • Use own knowledge, and where appropriate, commission specialist legal advice, including on the planned transition to the Warm Homes Agency, ensuring the Board receives clear, informed guidance and assurance that Salix is meeting its obligations under the Companies Act 2006 and other relevant statutory and legal requirements. • Provide guidance and support to DESNZ and colleagues across the business on governance and compliance matters. • Organise performance and effectiveness reviews for the Board and its committees, analyse the results and prepare and implement action plans. • Oversee systems and processes to ensure compliance with Companies House filing requirements, wider company law, Freedom of Information, Environmental Information regulations and Data Protection legislation. Ensure website and intranet governance content is kept accurate, up to date and compliant.
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	• Lead, develop and manage the Governance team, fostering a culture of professionalism, continuous improvement and organisational impact. • Build and maintain effective relationship with key stakeholders, including regulators, auditors and sponsoring departments.
Key skills and competencies	• A qualified governance, legal or finance professional or equivalent experience. • An experienced governance practitioner with extensive knowledge of how public sector organisations operate and should be governed. • A proven ability to influence and constructively challenge senior stakeholders while maintaining credibility and strong relationships. Experience acting as a trusted adviser at all levels of an organisation, including boards and executive teams. • Ability to review, challenge and develop governance strategy objectives. • Experience of governance frameworks, risk, compliance and assurance in a public sector context. • Understanding and experience of Managing Public Money in an Arm's Length Body. • Excellent written and verbal communication skills, with the ability to distil complex information into clear and concise advice. Strong stakeholder management and relationship-building capability. • Demonstrable experience in developing and leading a team, including monitoring performance and supporting development of team members. • A Company Secretary or governance professional with experience of supporting Boards through major organisational change. • Experience of advising Boards, Committees and directors on governance and corporate law, in particular, the Companies Act 2006 and directors' duties.

	• Knowledge and experience of Companies House compliance, maintenance of statutory registers and other company secretarial responsibilities. • Knowledge and practical application of relevant corporate governance codes to support Board effectiveness. • Experience of designing and implementing board governance frameworks and establishing effective Board and Committee processes.
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