

# Role Profile & Person Specification

Heylo Housing Group Limited  
(HHGL) Board Member and Audit  
& Risk Committee (ARC) Chair



## Reports into

Chair of the HHGL Board

## Role Purpose

heylo are looking for an outstanding and committed individual for this role, who brings a strong background in senior finance roles and/or audit practice combined with an existing understanding of finance in social housing.

This Committee Chair will play a central role along with the CEO, wider leadership team, wider corporate group Boards and other executive colleagues in shaping how heylo resources and delivers its strategy. With a regulatory In-Depth Assessment (IDA) every two years, he or she will also be a key interface with representatives from the Regulator of Social Housing.

The HHGL Audit & Risk Chair will ensure HHGL Audit & Risk meetings are effectively governed and will collaborate and co-operate with the HHRP Board Chair, as well as the parent board and other boards and committees within the heylo structure.

## Key Responsibilities and Accountabilities

The responsibilities of all HHGL and HHRP Board members include:

- Actively contributing to the leadership, direction, and effective control of heylo.
- Working constructively with other board and executive colleagues across the Group to achieve heylo's strategic objectives.
- Promoting and upholding heylo's values.
- Representing heylo to a range of external stakeholders as appropriate

The HHGL Chair of Audit & Risk also:

- Ensures that all members of the Committee are given the opportunity to express their views before any decision is taken.
- Establishes a constructive working relationship with the Executive Team and other relevant staff.
- Ensures the Committee delegates sufficient authority to the Chair, the Chief Executive, and others.
- Enables the business of the Committee to be carried out effectively between meetings.
- Ensures the Committee monitors the use of delegated powers.
- Ensures that the Committee receives professional advice when it is needed.
- Takes decisions delegated to the Chair with the advice, where appropriate, of the Chief Executive or other Committee members or relevant members of staff.
- Ensures that decisions reached are properly recorded, and that minutes are authorised and distributed appropriately within the Group structure.

## Role Profile & Person Specification: HHGL Board Member and Audit & Risk Committee Chair

- Within the agreed performance framework, appraises the performance of individual members of the Committee.
- Ensures training needs are identified and addressed and provides feedback to the HHRP Chair on the effectiveness of the Committee and performance of its members.
- Maintains strong relations with representatives of internal and external audit.

## Person Specification

The successful candidate will be a dynamic, entrepreneurial, and communicative leader, capable of winning trust, and will bring:

- An accountancy qualification and senior-level experience in strategic finance and/or audit roles including a strong understanding of accounting practice, financial reporting standards, audit and risk.
- An understanding of the social housing sector and housing finance.
- An entrepreneurial mindset and a dynamic and strategic level understanding of risk and risk governance.
- Experience of serving on, or chairing, an Audit & Risk Committee in other relevant and appropriately sizable and commercial organisations would be a significant advantage.

In addition, we look for all non-executives in our group structure to meet all or most of the following competencies/behaviours:

- Strategic leadership;
- Analysis and scrutiny;
- Team working;
- Personal effectiveness, including time commitment;
- Decision making;
- Chairing (for Chair and anyone leading a Sub-Committee);
- Inspire others, to motivate them and secure commitment;
- Able to see the 'big picture';
- Able to understand the role of a profit-making subsidiary within a wider group structure;
- Positive influence on the Board;
- Respect decisions which may not reflect preferred approach;
- Keep up with change in the social housing sector;
- Handle conflict and difficult situations;
- Adopt and maintain an inclusive approach Represent and advocate for the company outside of the boardroom.

## Commitment

Board members are expected to:

- Attend board meetings, any additional board meetings, and board away days devoting sufficient time and energy to heylo business.
- Sit on one or two committees of the board, attend the meetings of these committees and take a special interest in the relevant area.
- Contribute to the direction of heylo by supporting the executive in particular projects or areas on request, e.g. recruitment and complaint panels.
- Participate in training and development.
- Keep abreast of developments in the sector.

A flexible approach is needed to meet business needs with evening meetings or events and occasional weekend commitments. The role is expected to require 12-14 working days a year.

## Standard Responsibilities

Adopt and comply with Heylo values, policies and procedures, and regulatory frameworks.

*No role profile can cover every issue that may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described. Duties may be changed, after discussion, to suit the operational requirements of HHRP.*

## Organisational Competencies

We want to make Heylo a great place to work and a great organisation that really delivers for its customers. Our values guide how we work, every day. Everyone within the organisation is expected to demonstrate the following:

- **Innovation** – We will always be striving to improve the quality of our execution to improve our service to our customers and our returns for our business.
- **Results focused** – We enjoy providing affordable housing for highly satisfied customers leading to dynamic growth and sustainable profitability for our business.
- **Collaboration** – We work together as a team and communicate effectively with our partners, customers and stakeholders.
- **Integrity** – We will act with honesty and aim to meet the highest ethical standards in our dealings with our colleagues, customers and stakeholders and in full compliance with our regulatory obligations.
- **Respect** – We support each other and value the contribution and ideas of others.

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Heylo Housing  
Group Limited



heylo

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