



Senior Governance Manager - Strategy and Governance

Ref.: **SG0324**

Location: **London based hub - with hybrid working in the UK**

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ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless, inspirational, rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Position Title	Senior Governance Manager (grade 5 equivalent)
Department	Strategy and Governance
Accountable To	Legal Counsel
Responsible For	Governance Assistant

Job Summary/purpose:

Reporting directly to Legal Counsel the Senior Governance Manager (SGM) will play a pivotal role in ensuring effective governance practices. The Senior Governance Manager will be responsible for developing and implementing effective governance frameworks and processes to ensure transparency, accountability, and compliance across the organization. The SGM will lead a variety of legal, risk and compliance requirements for the entities including ODI (UK charity), ODI Global Advisory Limited (UK company), ODI Europe and ODI North America (501(c)3 tax exempt US non-profit). The postholder will liaise with multiple departments, functions and external partners and advisors, will need to have the ability to understand and stay abreast of regulatory and other risks, and have a general understanding of legal/ statutory requirements where ODI operates.

Role Responsibilities

1. Governance Strategy Development

- Develop and implement a comprehensive governance strategy for ODI, ODI Global Advisory Limited, ODI Europe and ODI North America as well as PROC, FRAC and NBE committees, aligned with ODI's overall mission and strategic objectives.
- Identify specific governance requirements and challenges for each entity and develop tailored strategies to address them effectively.
- In coordination with local legal advisors, manage the compliance and maintenance of ODI's non-profit entities registered in the United Kingdom, United States and Belgium.

2. Governance Policy and Procedure Development

- Develop and implement policies, procedures, and guidelines for governance, compliance, and risk management across all ODI entities.
- Ensure consistency and alignment of governance policies and procedures with relevant laws, regulations, and best practices in each jurisdiction.

3. Board and Committee Management

- Provide management of the ODI, ODI Global Advisory Limited, ODI Europe and ODI North America boards and ODI committees, including organizing meetings, preparing agendas, and drafting minutes.
- Facilitate effective communication and collaboration between the boards, senior management, and other stakeholders across different locations.
- Support the Company Secretary to manage the board processes for each local board – ensure meetings take place, correct filings are made, determine agenda items to recommend to the board, ensure actions are tracked.
- Draft relevant compliance-related board papers for all ODI entities.

- Review board papers to ensure they are high-quality including compliant with local requirements.

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- Review board papers to ensure they are high-quality including compliant with local requirements.

5. Compliance Oversight

- Monitor and ensure compliance with legal, regulatory, and contractual requirements applicable to each ODI entity's operations, programs, and activities.
- Conduct regular compliance audits and assessments for each entity to identify areas for improvement and implement corrective actions as needed.
- Ensure all directors have sound advice and recommendations cleared by legal counsels to support board directors and the UK Company Secretary with their fiduciary and legal responsibilities. Advise and train board directors on their duties and responsibilities, including comprehensive inductions for new board members.
- Ownership of corporate documents for each ODI entity.
- Create and manage a Corporate Compliance Tracker that tracks all annual compliance deadlines.

6. Risk Management

- Develop and implement a risk management framework for each ODI entity to identify, assess, and mitigate risks related to governance, compliance, and ethics.
- Collaborate with senior management and relevant stakeholders to develop risk mitigation strategies tailored to the specific needs and contexts of each entity.
- Manage the legal advisors' database and ensure ODI maintains good engagement with its local law firms.

7. Capacity Building and Training

- Provide training and support to staff members across all ODI entities on governance-related topics, including ethics, conflict of interest, and whistleblowing.
- Foster a culture of accountability, transparency, and ethical conduct across the organization through awareness-raising initiatives and training programs.

Requirements:***Knowledge and Qualifications***

- Master's degree in law, business administration, public administration, or a related field. A professional certification in governance, compliance, or risk management is highly desirable.
- Significant relevant experience in governance, compliance, or risk management, preferably in the non-profit sector or international development context.
- Fluency/proficiency in English and ideally one additional official EU language

Experience

- International experience, particularly working across different cultures, languages and time
- Substantive experience working in corporate governance and/or legal, risk, compliance
- General knowledge of corporate regulatory requirements such as company law, charity law, general corporation laws of U.S. states, U.S. 501(c) regulations, governance best practices, interpretation
- Experience working with a Board of Directors/ Trustees or in a non-profit organisation supporting governing committees/ boards

Skills/Abilities

- Strong understanding of governance principles, best practices, and regulatory requirements in multiple jurisdictions.
- Excellent analytical, problem-solving, and decision-making skills, with the ability to balance competing priorities and manage complex issues.
- Proven ability to build effective relationships and collaborate with diverse stakeholders, including senior executives, board members, staff, and external partners.
- Exceptional communication and presentation skills, with the ability to communicate complex concepts clearly and persuasively to different audiences.
- Demonstrated leadership experience, with a track record of effectively leading teams and driving organizational change initiatives.
- Highly professional; ability to communicate effectively with senior professionals
- Strong problem – solving, creative interpersonal skills coupled with an outcome, delivery - oriented approach
- Ability to make judgement calls to determine recommendations for the board's review
- A high level of initiative and ability to work independently
- Strong written and verbal English language skills required

Key Relationships and Contacts

- Strategy and Governance Team
- Board Members
- SLT
- Director of Programme
- Directors of Europe and NA
- Director of Global Advisory
- HSOs and SPM Strategic Programmes
- Key strategic funders
- Key partner organizations

Application process

ODI job site: <https://odi.org/en/careers/>

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £47,700 - £60,420 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a six-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: Generous company pension scheme. The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS).
www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Flexible working options: Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

Hybrid working: Working at the hub/remotely within the UK.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

ODI Groups: A number of social and cross-department work groups, e.g. Podcast Society, Book Club, The Anti-Racist Reading Group, Softball Team, Diversity Forum and others.

Other information

ODI hub is based at: 203 Blackfriars Road, London, SE1 8NJ.

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

ODI hub is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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