

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Governance Manager
<b>LOCATION:</b>	London Bridge
<b>REPORTING TO:</b>	Director of Corporate Services
<b>RESPONSIBLE FOR:</b>	Line management of the Governance Administrator
<b>SALARY:</b>	£42,899 - £50,365 (Support Staff Scale Point 48 – 56) plus £4,000 London weighting
<b>CONTRACT:</b>	Permanent

### **Role Purpose:**

The Corporate Services Team comprises Governance, HR, Corporate Projects, Legal, Communications and Data. The primary purpose of this role is to be accountable for planning, structuring, and leading the administration of the Governance Team, including E-ACT's Committee meetings, ensuring that all business is carried out in a thorough and timely manner.

The post holder will follow up efficiently on the specific actions which are being taken to strengthen the governance within each committee and keep them on track with their annual meeting cycle.

The post holder will be required to be extremely efficient, experienced and confident at minute-taking, good at forward planning and effective in co-ordinating actions required from a range of stakeholders across the organization.

### **Key Accountabilities:**

#### ***Board Management***

- Co-ordinate the administration of E-ACT's committees and the Board, ensuring that the agendas follow the annual plan, are set in good time and in co-ordination with the Chair of the Committee. Ensure that all papers are formatted and distributed in a timely manner.
- Provide comprehensive minutes of all Board and committee meetings, capturing challenge, ideas and the actions which arise from all meetings (with separate confidential minutes as requested).
- Ensure that these actions are carried out effectively in a timely manner and report back to the Board and Committee on the progress in these areas. Ensure that all minutes are circulated to the Chair of the Committee within 5 working days for comment.

- Ensure that all decisions taken at Board and sub-committee meetings are communicated to the relevant parties and that actions are taken forward and implemented
- Maintain an annual Board and Committee forward plan (year planner), clearly noting all items which must be reviewed by each Committee and the Board and at which meeting.
- Format, proof and collate all Committee and Board agendas and papers, ensuring a professional and standardised corporate set of papers that clearly demarcate the action that the trustees are required to take.
- Maintain the records of all E-ACT trustee appointments, resignations and term of office renewals.
- Co-ordinate and ensure the completion of the matters arising report to the Board and sub-committee and update on Outstanding Audit Recommendations papers for each Audit Committee meeting
- Provide sound advice and proactive support to Trustees, committee members, the Chief Executive and ELT on statutory, legislative and procedural matters relating to governance of the trust

#### *Academy Ambassadorial Groups (AAGs)*

- Take a leading role in the recruitment of academy ambassadors and trustees – ensuring that our academy ambassadors have a strong skills set and a pipeline of local governors in their region.
- Act as the key point of contact and working with Regional Coordinators to ensure that all academy ambassadors have booked and undertaken the required E-ACT training, and devising a system for capturing future training needs of our ambassadors and trustees.
- Advise AAG's about the trust's governance and groups relationship to the trust as a whole
- Provide support to the local group network team (as appropriate) to ensure that, for local groups, their legal, administrative and governance matters are managed in the most effective manner

#### *Finance and staff management*

- Line management of the Governance Administrator
- Preparation of annual budget for Governance function
- Assist with the management of the Governance budget, ensuring effective financial control through the monitoring and review of monthly management accounts and providing regular forecast updates

- Approval of Trustees and committee members expense claims
- Ensure clarity of roles and responsibilities within the governance function and that this is communicated effectively to all relevant stakeholders

*Other*

- Oversee an effective network of Raising Achievement Boards and Clerking, ensuring that all meetings include the prescribed agenda items and that papers and minutes from the meetings are fully quality assured.
- Lead on trust wide Freedom of Information and Subject Access Requests
- Contribute to team meetings, team working and implementing organisational priorities
- Working with the Governance Administrator to ensure that the governance intranet page is kept up to date with relevant information
- Perform such other tasks as may be determined by the Director of Corporate Services in order to conduct the effective service of the Governance Team.

## **PERSON SPECIFICATION**

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"> <li>• Show energy, enthusiasm and passion for what you do</li> <li>• Demand the highest quality in all that you do, and in the work of your team</li> <li>• Willing to champion new ideas and think beyond the status quo</li> <li>• Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they’re unpopular</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples’ needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**  
**E – Essential**

**Assessed at**  
**A – Application Stage**

**D – Desirable**

**I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Proficient use of Microsoft Office suite	X				
<b>Experience</b>	Significant experience within governance	X		X	X	
	Line management of staff		X	X	X	
	Identifying and implementing process improvements in a governance function		X	X	X	X
	Demonstrable experience of project management and delivery		X	X	X	X
	ICSA Qualified		X	X		
	Working with volunteers at local level		X	X		
	Demonstrable experience in development of required policies and procedures	X		X	X	X
	Liaising with external legal advisers on complex issues	X		X	X	X
<b>Skills</b>	Excellent organisational skills, including multitasking and time management	X			X	X
	Ability to solve problems and demonstrate a solution oriented mindset	X		X	X	X
	Ability to prioritise and handle multiple deadlines	X		X	X	X
	Proactive approach; identifying opportunities to improve delivery and project outcomes	X		X	X	X
	Able to communicate clearly to a wide range of stakeholders to co-ordinate actions, influence actions, and gain results.	X		X	X	X
	Willing to take responsibility, self-motivated, directed and with a keen attention to detail.	X			X	X
	Strong attention to detail and excellent proof reading skills	X		X		X
	Ability to work and remain resilient under pressure	X		X	X	X
	High quality written communication	X		X		X

	Good diplomacy and negotiating skills	X		X	X	X
	Ability to manage conflict situations and achieve a constructive outcome	X		X	X	X
	A strong commitment to equality, diversity and community engagement	X		X	X	X
	Ability to build strong relationships	X		X	X	X
	Highest standards of personal integrity	X		X	X	X