





 **Welcome from the CEO**

June 2019

Dear Applicant,

Thank you for taking an interest in the Compliance Officer vacancy which is one of our new peripatetic posts working across our organisation. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



**John McNally**

CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust.  As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

* Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
* Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
* Ensure our staff are happy at work, taking pride in students/pupils progress and development;
* Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
* Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we’d love to hear from you.

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:



**Compliance Officer – Role Profile**

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| ­Role Title | Compliance Officer | ***Reporting to*** | Premises Manager |
| ***Section*** | SHARE MAT |  |  |
| ***Contract type*** | Permanent, 37 hours per week, all year round. Some flexibility in hours is required (e.g. occasional evening meetings and travel.) | ***Band*** | Band G |

# Part A – JOB DESCRIPTION

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| ***Overall purpose of role*** | To coordinate, support and advise the schools within the MAT on all aspects of Health & Safety, Risk Management and Data Protection compliance.  Establish, manage and monitor standards, processes, communications, training and systems to facilitate all responsibilities associated with Health and Safety, Risk and Data Protection. Ensure current legislation and regulations are adhered to, providing support and advice as appropriate. |
| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. |

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| ***Key Outputs*** |
| **H&S and Risk Management**   1. Provide the lead for health and safety and risk management across the MAT ensuring compliance with statutory legislation and regulations. 2. To ensure risk assessments are up to date in all areas, and where they may be lacking or out of date, direct those responsible to remedy any deficiencies. 3. To ensure any accidents or incidents are being correctly reported and recorded. 4. Support the schools with completion of their Risk Register, providing training and guidance as appropriate. 5. Spread awareness of MAT policies, and promote the observation of practises and procedures designed to ensure compliance. 6. Support the Premises Manager in the management of contractors on site ensuring that the health and safety of students, building users and visitors in compliance with MAT policies and health and safety regulations 7. To ensure that all staff adhere to relevant safe working practises and recognised H&S procedures and educate employees on the impact of non compliance.. 8. Ensure accurate and up to date maintenance of all H&S, maintenance and security records, e.g. COSHH, Risk Assessments, Defects Register, Fire Log. |
| 1. Prepare reports for the Board of Directors on H&S, Risk and Data Protection. |
| 1. Identify key risks across the trust and take appropriate steps to raise awareness amongst leaders/directors and ensure effective action is taken to mitigate against any potential issues. Highlight and escalate areas of concern. |
| 1. Liaise with PFI facilities management providers to ensure that schools within their area of responsibility are suitably maintained and that regulations/legislation is complied with. 2. Facilitate H & S meetings within the schools, ensuring action items are followed up and completed satisfactorily. 3. Along with the Premises Manager attend FM property meetings and undertake any follow up work as necessary. 4. Contribute to H & S reports for the Board of Directors 5. Ensure the safety of the buildings from fire, flood, breaking and entering, or other hazards and respond appropriately if there is a breach 6. Ensure regular activities e.g. weekly fire testing and associated logging, take place and follow up immediateley on any issues, reporting to the Premises Manager as appropriate. To create a culture of compliance.   **GDPR**   1. To be the appointed Data Protection Officer for SHARE MAT promoting compliance with General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018  * To develop, implement and monitor standards, processes and systems to ensure all responsibilities associated with data protection are adhered to across the Trust. * To provide training and awareness sessions/materials, so that staff are made aware of their statutory responsibilities for handling information and any changes in legislation/ updated policies and procedures. * To oversee data record keeping, including the relevant Fair Processing Notices and advise stakeholders to ensure that relevant inventories and registers of processing operations are accurately recorded and maintained across the Trust. * To be the first point of contact and co-ordinate the Trust’s responses to freedom of information requests and data subject access requests, maintaining records and ensuring compliance with legislation and MAT procedures when providing responses. * To effectively liaise with the Central ICT Team to assist in managing information security risk, particularly where these overlap with Information Governance or data protection risks. * To act as first line of response and co-ordinate incident management process in the event of a data protection breach. |
| **Other**   1. To attend meetings with senior leaders and directors, providing appropriate information, reports and guidance, to help stakeholders meet their statutory obligations. |
| 1. Have a flexible approach to work, be willing to work outside of the normal working day as required to meet the needs of the role and school. |
| 1. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the Premises Manager or Director of Operations. 2. To keep up to date and comply with relevant laws and regulations. |

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| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* |
| * Range of Teachers / Support Staff – up to 1000. * Number of sites –liaise with all schools within the trust (up to 12 sites). * Number of direct reports – up to 5. |

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| ***Work/Business contacts*** |
| **Internal:** All teachers, support staff, students and stakeholders. |
| **External:** Department for Education, Local Authorities**,** External Agencies, Suppliers, Contractors. |

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| ***Expertise in Role Required (At selection - Level 1)*** | **Essential or**  **Desirable** |
| 1. Proven ability to lead a service area within a school environment. | Desirable |
| 1. Understanding of risk management, health and safety and compliance. | Essential |
| 1. Educated to degree level or equivalent experience. | Essential |
| 1. Strong communicator with solutions based approach to problem solving. | Essential |
| 1. Experience of working within facilities/infrastructure. | Essential |
| 1. Ability to liaise with a wide variety of internal and external contacts, including regional and national bodies. | Desirable |
| 1. To hold or be willing to working towards a professional qualification in one of the operational areas (International Compliance Association). 2. The ability to interpret legislation and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists. 3. Confidence with the use of ICT | Essential  Essential  Essential |
| ***Other (Physical, mobility, local conditions)*** | |
| 1. Has the ability to travel around the MAT area (and when required throughout the UK). | Essential |
| 1. Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
| 1. Has a full current UK/European Driving Licence. | Essential |
| 1. Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |

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| ***Expertise in Role - After initial development - Level 2*** |
| * Experience of working in schools and promoting positive relationships with the operational team and school community. |
| * Highly developed organisational and prioritising skills with resilience to meet competing deadlines. |
| * Experience of managing a range of projects across the MAT. |
| 1. Provide value for money solutions across all operational areas. |
| 1. Evidence of making decisions based on needs for change with strong communication skills. |

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| ***Expertise in Role (Advanced - Level 3)*** |
| * Used by colleagues as the main point of contact for all enquires. |
| * Developed and implemented systems and procedures to ensure operational services work efficiently and effectively. |
| * Expertise in MAT systems and processes. |
| * Strong knowledge of working practices and processes across all operational areas. * Develop critical problem solving abilities. |

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| Structure |
| Director of Operations  Premises Manager  Compliance Officer |

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| Signatures |
| Approved by : : CEO  Approved by : Post Holder/or Representative |

# June 2019

