

*Our vision is to become a beacon of educational excellence,
transforming the lives of the individuals and communities we serve*

Head of Governance Services

Reference Number: SCCG1906A

Salary: Starting salary circa £45k per annum pro rata

Advert Closing Date: Sunday 16th June 2019

Interview Date: Friday 28th June 2019

Location: Based at Pendleton College, Salford,
With required travel to other SCC Group sites.

Contract Type: Permanent

Hours per Week: 0.6fte (3 Days)

There will be some flexibility because of the schedule of meetings, but an office presence will be required for the equivalent of 2 days per week.

SCC Group is currently going through an exciting period of development designed to deliver its vision for the future. The Group consists of five Colleges: Eccles Sixth Form College; Pendleton Sixth Form College; FutureSkills@MediaCityUK; CitySkills; and Worsley College. Between them these colleges provide a wide range of post-16 education and training, including A Level study programmes; 16-19 vocational programmes; vocational courses for adults; Higher Education provision; apprenticeships; and community learning.

With a focus on delivering a first class service to the Governing body, the College is now seeking to recruit a highly effective and self-motivated Head of Governance Services / Clerk to the Corporation. The role and the responsibilities of this post are set out in statute and guidance. In practice the role is gaining in status, and increasing in importance in helping ensure excellence in college governance. The post holder will work closely with the Chair of the Governing Body and the Principal, and will be called on to provide sound professional advice, based on ethical and legal principles, with regard to all matters pertaining to governance, including constitutional and procedural matters.

The successful candidate will have excellent organisational, interpersonal, and communication skills, and will have the ability to work at a fast pace across a variety of different tasks. He/she will have a well-developed work ethic, subscribe to the Nolan Principles in public life, and have a positive outlook. It is essential that the post holder is able to work independently, and also flexibly, since meetings are often held in the evening, and at the different Colleges. He/she will have sound judgement and appropriate experience at a senior level in order to offer professional advice to the Chair and Governing Body, whilst working effectively with the Principal and other senior leaders. The post holder must be prepared to undertake any necessary continuing professional development in order to remain up-to-date with developments in the Further Education sector. To be considered for this professional role, you must have several years' experience of working or advising at board level. Whilst not essential, an understanding/knowledge of the Further Education legal framework would be desirable.

For further information about our Governing Body please visit: <http://www.salfordcc.ac.uk/about-us/governance/>.

Head Office | Frontier House | Merchants Quay | M50 3SR | 0161 631 5000 | www.salfordcc.ac.uk

Key Responsibilities

- Provide independent advice to the Chair, the Governing Body, and Principal on the role, function and constitution of Governing Body, and its committees in relation to, The Instruments & Articles of Association, The financial memorandum, The audit code of practice, the standing orders of the Governing Body, the terms of reference and standing orders of the committees of the Governing Body, the financial regulations and financial procedures of the College, the Code of Conduct, the Code of Governance, senior post holder recruitment and employment matters.
- Provide briefings as required for the Chair, the Governing Body, the Principal and senior officers on current issues in governance in the Further Education sector.
- Ensure that all statutory and regulatory governance, company, and charitable returns are made in a timely manner.
- Organise, facilitate, attend, and service all Governing Body, Committee, and relevant working Group meetings, consulting with the Chair, Principal, and appropriate Committee Chairs on the accuracy of the draft agendas and minutes.
- Liaise with all relevant parties in order to prepare the required documentation for meetings (including obtaining required reports) and arrange for the timely distribution to governors, and all other relevant parties.
- Prepare required reports on governance, and any other issues falling within the terms of reference of the Governing Body.
- In consultation with the Chair, keep under review the membership and terms of reference of the committees and working groups in order to advise the Governing Body on possible improvements and amendments to meet changed circumstances.
- Support the Governing Body in evaluating its own effectiveness, including providing support during external inspections, and arranging for independent evaluation of the work of the Governing Body when deemed appropriate.
- Ensure compliance with the law with regard to public access to Governing Body papers.
- Observing the Nolan Principles in public life.
- Committing to ongoing appropriate professional development in order to carry out the role effectively.
- Having a duty of care with regard to Health and Safety issues, and ensuring the Group's Health & Safety Policies and Procedures are complied with.
- Actively promoting the Group's Equality, Diversity & Inclusivity policy, and encouraging staff awareness and participation in all areas.
- Actively promoting the Group's Safeguarding policy and having an awareness of the responsibility to report concerns.
- Carrying out any other duties appropriate to the scope of the post as directed by the Chair of the Governing Body and the Principal.

About Us

To apply for this job, please complete the registration and online application form via our [website](#).

For more information, please visit our [website](#) and [twitter](#) or if you have any queries regarding this vacancy please email HR@salfordcc.ac.uk

Reason to Join Us:

- *A range of developmental & career opportunities*
- *A number of optional Salary Sacrifice Schemes including IT Equipment, Childcare Vouchers & Bikes*
- *Staff Benefits Package with the best discounts and fabulous savings from high-street retailers, holidays and cinemas*
- *Various health & wellbeing benefits including discounted gym memberships, confidential staff counselling via CareFirst and health cash plans*
- *Family Friendly & Flexible Working Policies*

Commitment to Safeguarding

As part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees. Appointees will be required to pay for their own DBS checks where applicable to the post.