

## Job Description

<b>Post:</b>	Head of Governance Services (0.6fte)
<b>Salary:-</b>	Circa £45K per annum pro rata
<b>Responsible to:</b>	The Governing Body

Please note that because of the requirement for independence, this post may not be combined with a post at another college or another post in the SCC Group.

### Key Purpose:

- The post holder will be the Clerk to the Corporation.
- The post holder is accountable to the Governing Body on all matters relating to his/her duties, and will ensure that Governing Body business is conducted in accordance with the provisions of the Instrument & Articles of Association, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time), education, charity and the general law. He/she will work closely with the Chair and the Principal.
- The Head of Governance Services has a central role in supporting/facilitating the effective governance of the Governing Body, and the proper conduct of its business.
- He/she will support the Governing Body and its members in evaluating their effectiveness and will provide advice on governance development within the Group and beyond.

### Main Duties and Responsibilities

1. 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
  - Any other relevant legislation.
2. 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.

3. Ensure that all statutory and regulatory governance, company, and charitable returns are made in a timely manner.
4. 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.
5. 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.
6. Prepare required reports on governance, and any other issues falling within the terms of reference of the Governing Body.
7. 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.
8. 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.
9. Ensure compliance with the law with regard to public access to Governing Body papers.

**General Duties include:**

10. Observing the Nolan Principles in public life.
11. Committing to ongoing appropriate professional development in order to carry out the role effectively.
12. 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.
13. Actively promoting the Group's Equality, Diversity & Inclusivity policy, and encouraging staff awareness and participation in all areas.
14. Actively promoting the Group's Safeguarding policy and having an awareness of the responsibility to report concerns.
15. Carrying out any other duties appropriate to the scope of the post as directed by the Chair of the Governing Body and the Principal.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

All post holders are expected to comply with all of the Group's policies and codes of practice in relation to Equality, Diversity & Inclusivity, Safeguarding, Health & Safety and Quality Assurance.

<b>Post holder to sign and date the job description:</b>
<b>Name of the post holder:</b>
<b>Governing Body Chair to sign and date the job description:</b>
<b>Name of the Chair of the Governing Body:</b>

### **Person Specification – Head of Governance Services**

	<i>The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes</i>	Essential	Desirable	Likely to be assessed by I = Interview AF = Application Form C = Certificate T = Task
	<b>Qualifications</b>			
1	Educated to degree standard or possess an equivalent professional qualification	X		AF / C
2	Possess a professional Clerking qualification or be willing to undertake the qualification		X	AF / I / C
	<b>Knowledge</b>			
3	Significant knowledge and experience of committee servicing	X		I / AF/T
4	Provision of clerking services in the FE/HE sector		X	AF
5	Understanding the ethical and legal framework affecting the FE Sector		X	I / AF
6	Good IT skills, and experience of working with relevant software	X		I / AF
7	Knowledge of Equality and Diversity, Safeguarding and Health & Safety issues.	X		I / AF
	<b>Abilities / Skills / Experience</b>			
8	Experience of working at and/or advising at board level.	X		I/AF
9	Able to interpret and advise appropriately on matters relating to governance	X		I
10	Experience of advising governors and/or senior staff in areas of expertise	X		I / AF
11	Experience of committee servicing and an appreciation of the principles of governance	X		I / AF
12	Willingness to work flexible hours consistent with the requirements of the service, including attending evening meetings	X		I
13	Ability to rapidly assimilate significant amounts of information	X		I
14	Ability to work on own initiative and to operate flexibly	X		I
15	Ability to establish relationships based on trust with governors, senior managers, and outside agencies	X		I

16	Well-developed analytical and problem solving skills	X		T
17	Ability to communicate with external agencies both orally and in writing	X		I / T
18	Well-developed sense of diplomacy, tact and discretion in order to maintain confidentiality on sensitive information	X		I
19	Ability to deal effectively with people at all levels internally and externally	X		I
20	Ability to produce documentation in an appropriate formal style in good written English.	X		I / T
21	Excellent administrative and organisational skills.	X		I / T
22	Ability to gain and sustain confidence and credibility with the Chair, Principal, governors, and senior leaders.	X		I