



## **JOB DESCRIPTION**

**Job Title:** Governance and Compliance Officer  
**Grade:** SO1 SCP 23-25  
**Reporting to:** Deputy Strategic Lead Officer  
**Responsible for:** Governance Support Administrator

### **Job Purpose:**

As a high performing and growing Multi-Academy Trust, The GORSE Academies Trust (GORSE) has a statutory duty to comply with the requirements and regulations of good governance placed on them by the Department of Education. As the Trust continues to grow, the complexity of compliance and the need for systems, processes and policies to adapt to ensure compliance, are ever changing and ever more demanding.

The focus of this role will be to contribute to all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. The post holder will work with others to ensure the Trust is compliant with the Academy Trust Handbook, in relation to governance and other compliance related matters.

The post holder will be responsible for the development of the Trust's governance and compliance procedures and policies, driving improvements to its systems, processes and structures.

### **Personal Responsibilities:**

#### **Supporting governance services**

- Work with Executives, Trustees, Principals, and strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met;
- Act as an adviser on issues relating to the governance of the Trust, developing and implementing the Trust's strategy for effective governance support services;
- Develop and monitor governance support structures, procedures and documented evidence systems;
- Ensure effective communications and flow of information are maintained with governing boards, governance professionals and stakeholders;
- Report immediately to the Strategic Lead Officer all material and significant breaches or potential breaches of regulations including compliance with the Academy Trust Handbook and Governance Handbook, overseeing a system for consistent handling of such breaches.

#### **Advising on issues relating to governance and compliance of the Trust**

- Provide advice and guidance on technical issues that relate to governance and compliance matters;
- Quality assure governance and compliance advice given by others, carrying out risk informed assessments of options for support and interventions;
- Assist the Deputy Strategic Lead Officer to advise Chief Privacy Officers (CPOs) in each Trust establishment on activities relating to data protection.

#### **Developing governance and compliance**

- Help set the cycle of Trust Board and committee meetings and preparing focused agendas, ensuring all meetings are inclusive, structured and well facilitated;

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- Review all aspects of meeting compliance as stipulated in the Trust's Articles of Association and the Academy Trust Handbook, and inform the Strategic Lead Officer of any anomalies;
- Develop Trust-specific documents such as a governance code of conduct and skills matrix;
- Support the Deputy Strategic Lead Officer/Strategic Lead Officer with activities to ensure that the Trust remains compliant with Data Protection regulations, specifically:
  - Compliance with statutory timeframes for items such as Data-Subject Access Requests
  - Central tracking of data-request statuses
  - Summary reporting for Executive and Board Sub-committee reporting
- Oversee the Trust's policy activity, including
  - Producing an Annual Policy Plan and tracking of progress
  - Managing internal stakeholders
  - Managing the Policy Committee and outcomes/actions
- Develop record management and communication methods that are fit for purpose and maintain confidentiality.

## Compliance and compliance monitoring

- Maintain appropriate records of Trust Board, committee and Local Governing Body membership, along with any Terms of Reference;
- Maintain a Trust register of Declarations of Interest for all governors and senior leaders, through a process of regular updating;
- Ensure copies of statutory policies and other statutory documents such as the Scheme of Delegation and Register of Interests are published as agreed (on the Trust and/or Establishment website) and in line with statutory requirements;
- Responsible for ensuring governor panels for suspensions, staff disciplinary hearings and parental complaints are dealt with in accordance with the Trust's policy;
- Maintain the Trust's online governance portal or equivalent;
- Routinely review the different tiers of governance ensuring they are properly constituted and monitoring compliance with the Scheme of Delegation;
- Ensure systems and controls are in place to comply with obligations under legislation and guidelines relating to education, data protection and companies/charities;
- Support the organisation of the internal audit process, engaging in internal audits relevant to governance, policy or data protection;
- Managing the post-implementation phase plans for new provisions within the Trust.

## Recruitment, induction and training

- Oversee a protocol for recruiting governors and Trustees that ensures the Board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation;
- Help with the planning of governance induction and ongoing CPD, including statutory training;
- Support the induction and training of CPOs within each Trust establishment;
- Maintain records of all governors and Trustees, and CPOs, including accurate records of their training;
- Organising reviews and self-evaluation of the Trust Board and Local Governing Bodies, including commissioning of external reviews.

## Maintaining relationships and communication

- Work collaboratively with stakeholders in and outside of the Trust so that governance supports and enables the operational delivery of strategic objectives;
- Ensure relevant authorities are notified of changes to membership and governance structures;
- Serve as a role model for effective and ethical governance, and model good data protection practice;
- Initial point of contact for Press and PR enquiries to the Trust, ensuring first-contact filtering and escalation of priority requests is managed;
- Act as an initial point of contact, providing advisory support to senior leaders, boards or CPOs where possible, or referring to the Deputy Strategic Lead Officer where appropriate, offering quality assuring

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advice, responding to issues including concerns and complaints related to governance, data protection or Trust policy.

## Line Management responsibilities

- Line management responsibilities for the Governance Support Administrator, overseeing performance review, training and development;
- Initial link for Relief Clerks to the Trust;
- Ensure relevant statutory training and development is completed by reports, and Trust policies are read and understood.

## Trust wide responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A-Level or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of CPD in relevant governance related training</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of the schools' system</li> <li>High level communication and IT skills</li> <li>High level organisation and planning</li> <li>Interpersonal/relationship building/ stakeholder engagement skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of governance law, structures, policy and practice in all types of state school, particularly academies</li> <li>Understanding of charity law and governance in other sectors</li> <li>Awareness and Understanding of the Academies Trust Handbook</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of demonstrable outstanding organisation</li> <li>Influencing senior leaders and decision makers</li> <li>Managing and making decisions independently</li> </ul>	<ul style="list-style-type: none"> <li>Decision-making based on intelligent assessment of risk and benefits</li> <li>Project management experience</li> <li>Previous Line Management experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Personal integrity and commitment to the principles of public life</li> <li>Ability to respect and observe confidentiality at the highest level</li> <li>Calm and resilient under pressure</li> </ul>	
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of commitment to Continuing Professional Development and modelling this to others</li> <li>Commitment to development against the Clerking Competency Framework</li> </ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> </ul>	

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