

# Job Description: Governance Support Officer

## Job Purpose

Responsible for supporting the Head of Governance to ensure high standards of governance across New College Durham Academies Trust (NCDAT). Provide support to committees, sub-committees and appeal panels. Support related communication and maintain documentation systems. Ensure compliance with, and provide advice on, appropriate procedural matters. Undertake administrative tasks within the area of governance.

**Grade:** Grade 4

**Base:** NCDAT Offices, North Durham Academy

**Responsible to:** Head of Governance

## Main Responsibilities

### **Governance Support and Administration Support**

Administrative, organisational and governance support to committees, sub-committees and appeal panels to ensure they operate within the appropriate legal framework and guidance.

Support to the Head of Governance on administrative and organisational tasks, as required, including those associated with the membership of committees, safeguarding checks and maintaining accurate and complete records.

Ensure copies of committee documents and other related documents are retained and published as agreed, for example, on the website.

### **Meeting administration**

Preparation, collation and circulation of committee documents, including agendas, by a deadline. This includes liaising with officers on the preparation of reports and related documentation and providing advice, as required, to ensure they meet the guidance and the terms of reference.

### **Undertaking designated committee work as directed by the Head of Governance**


Attend meetings of committees, sub-committees and appeal panels, as appropriate; give advice on the procedure, in accordance with the relevant guidance and the committee's terms of reference; take minutes of the proceedings; and maintain accurate records.

Clerk statutory appeal committees or panels, as required, and ensure that appropriate procedural advice is given to those who are involved in the appeals. Maintain relevant records.

### **Other Duties**

Operate at all times within the policies and procedures of the Trust.

Take reasonable care of own health and safety and that of others, and inform relevant staff of any concerns.



Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Chief Operating Officer or the Chair of the Trust, at a level that is consistent with the main responsibilities of the job.

**New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.**

## Person Specification: Governance Support Officer

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	Educated to NVQ Level 4 or equivalent in a relevant subject; or extensive demonstrable experience in a similar role  Developed written communication skills and high level of spelling and grammar.	Degree level or equivalent	Application form Interview
Experience	Experience of note/minute taking  Experience of working to support committees	Recent experience of working in governance or in administrative roles	Application form References Interview
Professional Skills and Knowledge	Working knowledge of, or understanding of, the formal conduct of committee business and appeal panels  Understanding of the provisions of the following documents: Code of Conduct; Committees' Terms of Reference; and Register of Interests  Ability to communicate effectively, both verbally and in writing, with a range of audience  Developed and demonstrable organisational and time management skills, including the ability to prioritise and meet deadlines amongst competing demands  Ability to work under pressure, with high accuracy and attention to detail	Able to support the conduct of a meeting, take and produce minutes to the standard expected, follow and advise upon agreed policies and procedures  Knowledge of school governance.  Good understanding of the Academy Trust Handbook as published by the government	Application form, Interview/Assessment References

	<p>Ability to develop good working relationships at various levels</p> <p>Understanding of, and respect for, confidentiality</p> <p>Proficient ICT skills and substantial experience of Microsoft Office</p> <p>Understanding of the responsibility for the safeguarding and welfare of children and adults</p>		
Personal attributes	<p>Demonstrable highest standards of professionalism and a positive approach to work, with: a can-do attitude; personal resilience; ability to work independently; and respond positively to change</p> <p>Commitment to professional development to acquire and maintain knowledge and improve practice</p> <p>Flexibility to attend meetings outside of normal working hours.</p> <p>Access to transport and ability to attend meetings at various locations across the region</p>		<p>Application form, Interview/Assessment References</p>