

# Local Governance Professional

Job description and person specification

## Job description

**Post title:** Local Governance Professional

**Salary:** Grade 5

**Reports to:** Head of Governance

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### Purpose of the post

To lead and develop high quality clerking services to the Academy Committee, working with other business functions and educational support teams across the academy and trust to ensure a seamless service approach.

### Main duties and responsibilities

- To plan and deliver clerking functions, as determined by the Head of Governance to meet current and future needs of the Academy.
- To direct and support governors to ensure that quality, performance, standards and deadlines are achieved
- To undertake reviews/quality assurance within own area of responsibility, identifying problems or issues, making recommendations for corrective action to your line manager
- To develop systems and processes to meet business needs and to ensure the high quality of information held
- To lead the recruitment, selection and development of governors
- To resolve complex and contentious issues to ensure that effective business and educational services are maintained
- To undertake administration tasks required on behalf of the Academy in relation to governance/meetings
- Personally, and through business and educational support team members, assist in the delivery of any governance targets set down in the Governance Action Plan and Academy Improvement Plan, as well as through Team and Individual Improvement Plans.
- Build positive relationships with other staff and colleagues across the Partnership and embed a collaborative working culture in the Academy.
- Ensure that the levels of governance support are within corporate parameters and follow tight principles.
- To manage fluctuations in workloads within the resources available, including responding to emergencies. This will require managing and resolving conflicting educational, operational and business support needs
- To resolve issues to ensure effective business and educational support is maintained
- Advise the Head of Governance of key issues
- Demonstrate a commitment to the ongoing development of yourself and governors on the academy committee.

### Additional Portfolio Role/s

- To provide high level business support to senior leaders in each academy and Chair of Governors to enable efficient and effective challenge and support

- To promote and implement governance initiatives designed to support a collaborative working environment
- Support and advise the academy/ies committee members on all aspects of governance
- Liaise closely with colleagues within academies to ensure agreed procedures and processes are followed in accordance with the practice of governance in the organisation
- Be the first point of contact for all communication to governors filtering communication and dealing with enquiries directly where appropriate
- Communicate and build relationships with academy leaders, governors, trustees and external agencies where appropriate in a respectful and professional manner
- Coordinate and organise Academy Committee meetings to include arranging venue, hospitality and liaising with senior leaders to ensure papers and presentations are provided prior to the meeting in a timely, well ordered and properly presented manner
- Lead and effectively induct and support up to 12 governors at each academy to enable them to discharge their duties effectively for improved effectiveness of governance at the academy/ies
- Carry out a range of organisational, administrative and research activities thereby supporting the Academy Committee and the Academy Leadership Team.
- Work effectively with the Chair of the Academy Committee/s, Head of Governance and Principal/s before Academy Committee meetings to prepare purposeful agendas which take into account Department for Education (DfE) governance legislation, Diverse Academies and Academy issues and are focused on school improvement.
- Distribute the agenda and associated papers so that recipients receive these 7 clear calendar days before the meeting.
- Take minutes of each academy committee meeting and circulate. Follow up on agreed actions
- When there is a need for exclusion meetings ensure the meetings are held in accordance with statutory and trust guidance. Arrange meetings with required attendees, distribute paperwork provided by the academy, be prepared to give advice on the statutory guidance, take minutes and circulate minutes after the meeting.
- Read and summarise papers and be prepared to answer questions on them, advising and supporting the Leadership Team and Chair of the meeting with items on each agenda
- Co-ordinate Academy Committee governor contact with the academy and meet academy committee members and staff as required
- Be responsible for the administration of the election process of Academy Committee members ensuring the elections or appointments are organised in a timely manner and produce all relevant documentation to assist the elections.
- Circulate the minutes in a process agreed with the Chair/s of Governors ensuring the efficient and confidential management of information, including making certain that electronic and paper records systems are well maintained – this includes effective archive management and maintaining on file signed minutes and key papers.
- Understand the implications of the General Data Protection Regulation and other legislation
- to ensure records and information are kept appropriately
- Provide clear direction and develop awareness to governors of the Multi Academy Trust structure as portrayed by national, local and academy agendas
- Contribute to the development of the role and areas through implementing rigorous and effective strategies for self-review, planning and continuing professional development for governors within the framework provided which is managed via a Governors Action Plan
- Chair the part of the meeting at which the Chair is elected.
- Encourage and support governors to undertake statutory link visits to the academy
- Maintain a database of names, addresses and category of Academy Committee/s members and their terms of office advising the Head of Governance of any changes to membership.
- Keep the register of Academy Committee/s pecuniary interests updated and reviewed on an annual basis and lodged within the academy/ies.
- Ensure that a Disclosure and Barring Service check has been successfully carried out on all Governors.
- Advise the Academy Committee/s and Senior Leaders on procedural issues and have access to appropriate legal advice (via Head of Governance), support and guidance.
- Advise on the statutory contents of the governance section of academy websites
- Ensure that Trust statutory policies are adhered to and localised appendices arrangements and other academy documents approved by the Academy Committee are maintained
- Produce the annual calendar of meetings

- Undertake any other relevant duties as negotiated with the Head of Governance, Chair of the Academy Committee or Principal

## **Additional**

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## **Person specification**

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
A good academic standard of education to GCSE 'A' level standard/NVQ level 3 or equivalent plus specialist training/development.	✓		Application form
Professional qualification and completion of any governance professional specific training and a willingness to train		✓	
Highly computer literate, with experience of data handling and necessary IT systems	✓		
<b>Experience, knowledge and understanding</b>			
Minimum 3 years' experience delivering business support services		✓	Application form
Experience of working and knowledge of the main issues and challenges affecting the education sector		✓	
Considerable relevant work experience of managing administrative (or similar) services or functions.	✓		Interview
Planning and development of administrative functions to meet the current and future needs.	✓		
Ability to set and manage objectives and targets	✓		Portfolio of work
Management and development of a team of volunteers	✓		
Experience of meeting attendance protocol and minute taking at a senior professional level	✓		References
Experience of effectively managing conflicting demands for services	✓		
Experience of resolving operational issues through applying knowledge of systems, processes and the operating context	✓		
Experience of developing and delivering business plans		✓	
<b>Personal attributes, qualities and leadership skills</b>			
Good interpersonal and communication skills including experience of collating information and producing high quality correspondence, reports and presentations	✓		Application
The ability to write clearly and concisely, to produce and maintain documents and to effectively proofread material for public distribution	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		Portfolio of work
Can demonstrate efficient working, thinking about and taking action to anticipate opportunities and deal with emerging issues	✓		
Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues	✓		References
Excellent interpersonal skills – the ability to build and maintain relationships with high profile individuals	✓		
Excellent verbal communication skills – the post holder must be able to communicate at all levels and have the confidence to handle sometimes difficult conversations in a calm and professional manner	✓		
<b>Other</b>			
Able to work flexibly including travel between your allocated academies and across the geographic coverage of the trust	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order	✓		

that the Trusts Occupational Health provider can ascertain their medical fitness for the post			
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