

JOB DESCRIPTION

Post: Governance Officer

Responsible To: Group Director of Governance

Summary of Post: The Governance Officer will provide high quality support and administration for a range of EKC Group functions supporting the Group Director of Governance.

Specific Duties:

1. Support the Group Director of Governance in all aspects of EKC Group governance.
2. Organise and attend all governor meetings including ad-hoc panels or sub-committees both on-site and virtual.
3. To be accountable to effectively contextualise and minute all governor meetings identifying key messages and actions.
4. Work with the Group Director of Governance to review, develop and maintain governance systems including governance sections of the website and intranet site and all other monitoring platforms, ensuring the documentation on it is relevant, accurate and up to date.
5. To be responsible for reporting on governance attendance at all meetings and maintaining an effective system for attendance monitoring and reporting including taking appropriate action for apologies received in advance.
6. To be accountable for the production of board packs to ensure all papers are received, collated and distributed by the required deadlines.
7. Work with the Group Director of Governance to ensure meetings take place in accordance with the cycle of business.
8. Take an active role in collating evidence required for external and internal audits, regulatory audits and inspections including Ofsted, External Board Reviews etc.
9. To be responsible for the coordination of individual governor engagement including activities such as Pathway Reviews and lead governor activity.
10. Support the Group Director of Governance with research and analysis of papers relating to the regulatory landscape.

11. Support the production of key corporate publications, including Annual reports, Governor Handbook, Terms of Reference for Committees, and other Governor groups.
12. Deputise for the Group Director of Governance as appropriate when needed.
13. Work with the Group Director of Governance to maintain a record of the membership, terms of office, membership of committees, business interests etc., notifying of any vacancies to enable effective governor succession planning and support in making arrangements for appointments and elections.
14. To be responsible for maintaining an effective system for governor skills audit so the Group Director of Governance can report on it routinely.
15. Support the Group Director of Governance in a range of governance functions such as register of interests, gifts and hospitality and ensuring statutory DBS requirements are met and preparing the relevant monitoring reports for the Governing Body.
16. Work with the Group Director of Governance to produce an on-going governor induction programme and implement this for all new governors.
17. Work with the Group Director of Governance to produce an on-going programme of governor training and development.
18. Support the Group Director of Governance to ensure the work of the Governing Body is efficient utilising available technologies for distribution, storage and access of Governing Body papers and information.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	High level of IT skills	✓	✓	6
2.	Integrity and respect for confidentiality, dealing appropriately with confidential information	✓	✓	6
3.	Excellent written and verbal communication skills	✓	✓	6
4.	Excellent interpersonal skills	✓	✓	6
5.	A flexible approach to working hours, including attendance at early morning and evening meetings	✓	✓	6
6.	Strong organisational skills, with the ability to prioritise workloads and meet strict deadlines	✓	✓	6
7.	Strong initiative, self-motivation and able to work independently	✓	✓	6
8.	Ability to draft minutes of complex meetings accurately and succinctly	✓	✓	6
9.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Committee work and the administration of corporation bodies in either the public or private sector	✓	✓	6
2.	An awareness of corporate governance	✓	✓	4
3.	Minute writing at board / committee level or equivalent	✓	✓	6
4.	Experience of the FE sector	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
3.	Level 3 qualification (A Level or equivalent)	✓		6
4.	Certificate in Corporate Governance in FE or equivalent clerking qualification	✓		4
5.	Willingness to achieve a Certificate in Corporate Governance in FE or equivalent		✓	6
6.	Degree or equivalent	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.