

Job Description

Post:	Group Director of Governance (Senior Postholder)
Responsible To:	Governing Body of EKC Group - through the Chair
Reports To:	Assistant CEO Information and Strategy
Summary of Post:	To provide senior leadership and management of Governance arrangements for East Kent Colleges Group and to act as independent Clerk.

Specific Duties and Responsibilities:

1. To act as independent Clerk to the Corporation of EKC Group and as such maintain an independent advisor role direct to the respective Boards;
2. To oversee the governance business cycle, including meetings and corporate events, Local Boards arrangements, and any subsidiary companies owned or acquired by EKC Group;
3. To line manage the Governance Officer;
4. To be responsible for the development and maintenance of governance systems, including meeting management systems, website and intranet, and all other monitoring platforms, ensuring the documentation is relevant, accurate and up to date;
5. To be responsible for collating relevant evidence required for external and internal audits, regulatory audits and inspections including Ofsted, External Board Reviews etc.;

6. Work with the Chair, Committee Chairs, and Chief Executive Officer on developing and implementing strategies and plans for succession planning and governor recruitment;
 7. To undertake relevant research and analysis relating to the regulatory environment;
 8. To develop and oversee a regular programme of governor skills audits and the development and implementation of a governor induction and development programme, working with the Chair, Committee Chairs and Chief Executive Officer;
 9. To oversee arrangements for internal audit, including the development of plans for Audit Committee approval, commissioning of internal audit services, and reporting;
 10. To ensure that Governors understand and fulfil their legal, statutory and public responsibilities as appropriate.
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General Duties and Responsibilities:

1. To participate in the staff support and development scheme and to undertake training based on individual and service needs;
2. To take a lead in creating and to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity;
3. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct;
4. To undertake continuing professional development to support our culture of continuous improvement;
5. To partake in quality assurance systems;
6. To meet minimum relevant occupational standards;
7. To keep up to date with the skills required to fulfil the role;

8. To undertake any other duties commensurate with grade as may be reasonably requested;
9. To be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Good and demonstrable understanding of the legal and regulatory frameworks governing education, including the principles of Standards in Public Life	✓	✓	4
2.	Excellent organisational skills and the ability to prioritise workload	✓	✓	6
3.	Excellent analytical skills and the ability to interrogate complex information and situations	✓	✓	6
4.	A highly effective communicator who is able to engage at Board level	✓	✓	6
5.	Excellent report writing skills and the ability to present complex information in a user-friendly format	✓	✓	6
6.	Good research skills to ensure up to date information is available on legal and statutory requirements	✓	✓	6
7.	Excellent leadership skills to be a highly effectively senior leader	✓	✓	4
8.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of advising at board level on matters of corporate governance and public responsibilities	✓	✓	4
2.	Experience of strategic leadership and planning	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		6
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		6
3.	Educated to degree level or equivalent	✓		4
4.	Governance qualification, ideally relevant to Further Education	✓		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 essential characteristics for the post as this will assist with the shortlisting process.

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