

JOB DESCRIPTION

Post: Corporate Services Officer

Responsible to: Group Director of Corporate Services

Summary of post: To be responsible for administering, developing and maintaining effective systems and processes for oversight of the Corporate Services function for EKC Group and EKC Schools Trust, helping to ensure that statutory and compliance requirements are consistently met. Working under the guidance of the Group Director of Corporate Services to assist with the oversight of processes for data protection, Freedom of Information requests, property matters, leases and licenses, contracts, complaints, insurance and business continuity plans. To support with the wider remit of the directorate as required.

Specific duties and responsibilities:

1. Receive and respond to requests and queries from internal customers about Corporate Services matters.
2. Co-ordinate and administer insurance services and queries.
3. Provide administration and co-ordination of all legal and insurance claim cases.
4. Maintain a register of property leases.
5. Maintain the Corporate Services business cycle and book meetings, audits and other events as required.
6. Co-ordinate contract, agreements and other legal documents, undertaking an initial review to identify and flag any risks or issues for the Group. To track and administer the approval of all such documents.
7. Co-ordinate and administer Group licences.
8. Log and track complaints and provide progress reports.
9. Administer Freedom of Information requests, producing draft responses to enquiries.

10. To support the DPO with data protection matters including processes for data subject access requests, data security breaches and establishing data sharing agreements.
 11. Administer business continuity plans.
 12. Undertake research when required and to produce accurate and clear reports and data to help inform decision making.
 13. To establish and maintain suitable systems for Corporate Services records and documentation.
 14. To maintain the Corporate Services staff intranet site, ensuring a 'self help' approach for customers.
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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 and promoting a positive, inclusive ethos that challenges discrimination and promotes equality, diversity and inclusion.
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.	Highly competent administrative skills	✓	✓	6
2.	Excellent organisational skills and the ability to prioritise a workload with competing demands	✓	✓	6
3.	Excellent interpersonal and communication skills	✓	✓	4
4.	Highly IT literate	✓	✓	6
5.	Ability to work methodically, systematically and with attention to detail	✓	✓	6
6.	Ability to conduct research and produce clear, user friendly reports and data	✓	✓	4
7.	Sound knowledge of data protection and insurance requirements or willingness and capacity to learn	✓	✓	4
8.	Ability to work with tact and confidentiality	✓	✓	6
9.	Ability to be flexible to the needs of the business	✓	✓	6
10.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of effectively co-ordinating a diverse and complex support function	✓	✓	6
2.	Experience of working in a legal or regulatory support function	✓	✓	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.	BCS Foundation Certificate in Data Protection or equivalent	✓		4
5.	Willingness to achieve a BCS Foundation Certificate in Data Protection or equivalent		✓	6
4.	Degree or equivalent in relevant subject	✓		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.