

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham

Salary: Redhill Academy Trust Pay Scale, Band 12, Scale Points 56 - 60

Hours of work: 25 hours per week, all year round

Responsible to: Director of Operations

Post objective:

- To act as the Data Protection Officer (DPO) for the Trust, leading on compliance with the General Data Protection Regulations (GDPR) across the Trust.
- To be the Trust Complaints Lead, working with Trust Schools to ensure they investigate, recommend action, and respond to complaints, in a timely manner, ensuring the highest possible standard of service is provided.
- To oversee all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

Main Duties and Responsibilities:

Responsible for:

- Overseeing all aspects of data protection, complaints and governance effectiveness and compliance within the Trust, ensuring we adhere to good practice and meet all statutory and regulatory requirements.
- Line management of admin assistant to ensure that the Governance, Data and Compliance function is properly supported.

Main Responsibilities:

Data Protection

Implementation of the Trust Data Protection and other associated policies, assuring compliance with the Data Protection Act and General Data Protection Regulation through:

- Acting as the Data Protection Officer and strategic expert on all matters relating to GDPR, working with the necessary independence to perform the role.
- Being the point of contact for the Information Commissioner's Office
- Acting as the point of contact for Data Breaches, FOI, Subject Access requests and in the co-operation with the relevant Data Protection Authorities

- Providing reports on GDPR compliance to the Board, its relevant committees and the Strategic Leadership Team as required.
- Ensuring the Trust's policy is in accordance with General Data Protection Regulation (GDPR) and codes of practice.
- Managing data breaches across the Trust.
- Overseeing a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture across the Trust, proactively developing and delivering training/briefing sessions as needed and ensuring that all employees and volunteers know their responsibilities under GDPR through robust training.
- Lead and manage an assurance and internal audit programme.

Complaints

Ensure that the current complaints process and procedure is used effectively, in accordance with the needs of the business, and within the rules and regulations of regulatory bodies through:

- Acting as the Trust's complaints lead and to ensure that statutory requirements are met when responding to complaints at school or Trust level.
- Provide advice and training on handling complaints, as needed, to Headteachers, staff, Governors and Directors.
- Proactively develop and update training material relating to the handling of complaints as needed.

Governance

Ensure the efficiency and effectiveness of the Trust's governance framework by:

- Ensuring the Trust Board and its committees are properly constituted.
- Supporting the Trust Board in developing effective and inclusive recruitment practices which promote diversity.
- Overseeing member, trustee and Local Academy Board member recruitment as required, advising on election and appointment procedures.
- Support with briefings for Local Governing Body Clerks & Corporate Services Team to ensure consistency across the Trust, providing updates and delivering training as required.
- Manage and co-ordinate the Trust's online governor portal.
- Supporting the Chair of the Trust and the CEO in setting agendas.
- Assisting in the process of new schools joining the Trust by supporting, on governance issues during the due diligence process.

Act as the main point of contact for all queries relating to governance within the Trust and proactively update those governing by providing advice and guidance on:

- The respective roles of members, trustees and Local Academy Board members as required, including their duty to maintain the highest professional standards of conduct and ethics
- Best practice in academy Trust governance, particularly in relation to committee structures and the scheme of delegation
- The application of policies, procedures, and relevant legislation/guidance across the Trust.

Act as a gatekeeper for information and documentation that details the Trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- Maintaining appropriate records of Trust Board and academy committee membership, along with any terms of reference.
- Maintaining a Trust policy register and advising on the policy review and approval cycle.
- Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. on the Trust and/or school website) and in line with statutory requirements.
- Ensuring that governance-specific risks are included in the Trust's risk register.
- Managing the flow of information between the Trust Board and academy committees and members, maintaining an up-to-date record of academy committee business.

Develop and maintain productive working relationships whilst maintaining independence by:

- Working collaboratively with other key Trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives.
- Working closely with the chair of trustees and Local Academy Board chairs to ensure strong links between the Trust board, members and the local tier.

Contribute to methods of self-review across the Trust by:

- Co-ordinating the design and review of professional development plans for the chair of trustees and committee chairs (including Local Academy Board chairs).
- Co-ordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing.
- Supporting the commissioning of external reviews of governance.
- Developing and implementing a training programme for those governing.

General

Oversee and co-ordinate:

- Recruiting, managing, and quality assuring the work of Corporate Services team members and/or Local Academy Board clerks, delegating responsibilities as appropriate.
- Co-ordinating the training, development, and appraisal of members of the governance support team.
- Managing any budget and resources allocated to the corporate services function.