**Job Title:** Director Governance, Compliance and Risk

Scale: Scale 12 points 43-48

**Reports to:** CEO, CFO and Trust Board

**Liaison with:** Trust members, trustees, local academy Governors, Trust Executive team, CFO, academy management teams, key stakeholders

**Role Purpose:** To oversee all aspects of governance effectiveness, compliance and risk management within the trust, ensure governance adheres to good practice and provide support in the management of risk, ensuring that the Trust meets all statutory and regulatory obligations. Provide strategic leadership of services that support governance across the trust.

**This is achieved by:**

* supporting the efficient and effective operation of the trust board and its committees to deliver the highest quality operational consistency across the Trust in a number of key areas
* ensuring governance at all levels is carrying out its functions
* leading on development of the trust’s governance framework and driving improvements to its systems, processes, and structures
* managing and coordinating the delivery and ongoing improvement of governance support across the trust

**Duties/Key Tasks:**

**Strategic leadership across schools**

**Leading governance services**

* work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
* act as the lead adviser on issues relating to the governance of schools and or the trust
* developing and implementing the MAT’s strategy for effective governance support services
* managing a budget
* designing and monitoring the governance support structure
* assessing capacity and developing the structure in line with organisational growth
* ensuring effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE
* writing and presenting training and briefings

### **Lead adviser for issues relating to governance of MATs**

As well as acting as the main point of contact for queries relating to governance within the trust, lead governance professionals proactively update those governing by providing advice and guidance on:

* complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
* quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
* risk informed assessments of options for support and interventions to strengthen governance
* high level issue resolution
* highlighting evidenced based best practice, policy and thought leadership in school governance

### **Developing governance**

Clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives playing a key role in:

* keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
* setting the cycle of trust board and committee meetings and preparing focused agendas
* ensuring all meetings are inclusive and well structured
* satisfying all aspects of meeting compliance as stipulated in the trust’s articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board
* developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness
* ensuring governing structures are developed in parallel with organisational growth strategies
* developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
* developing record management and communication methods that are fit for purpose and maintain confidentiality
* overseeing a strategy and protocol for recruiting governors and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
* leading on the strategy and planning of governance induction and CPD
* developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

### **Leading on compliance**

Manage information and documentation that clearly details the trust’s governance arrangements and satisfies other statutory requirements, including (but not limited to):

* support trust-wide accountability and quality assurance procedures to enable compliance in a range of areas including health and safety, recruitment and data protection (GDPR)
* identify, monitor and mitigate operational risks through effective work with school offices, Headteachers, other trust leaders and the CEO and CFO
* support the Trust Board, Trust Executive Team, Headteachers and school offices to deliver the highest quality operational consistency across the Trust in number of key areas.
* review of the academies risk registers 3 times a year, identifying and reporting any trends or issues to the CEO and CFO
* manage and maintain the Trust’s Strategic Risk Register in liaison with the CFO, CEO and Chair of the Board.
* ensure the DfE database for example `Get Information About Schools’ is up to date – submit corrections/updates as required
* maintain current knowledge and awareness of website compliance requirements and carry out twice-yearly compliance audit of all academy websites
* carry out regular internal compliance checks and monitor relevant processing activities to ensure that all academies are working to Trust policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales
* 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 (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
* supporting production of the annual report and governance statement published with the trust’s annual accounts
* managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
* developing trust-specific documents such as a governance code of conduct and skills matrix
* maintaining the trust’s online governance portal or equivalent
* the application of policies, procedures, and relevant legislation/guidance across the trust

**Leadership management**

* overseeing recruitment and induction of the governance support team/clerks
* briefing and training staff
* conducting performance management and appraisals
* succession planning for different roles in the structure
* managing any budget and resources allocated to the governance support function

**Maintaining relationships and communication**

Develop and maintain productive working relationships while maintaining independence by:

* working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives
* ensuring relevant authorities are notified of changes to membership and governance structures as appropriate
* being a role model for effective and ethical governance

**Providing coordinated support**

Acting as a central point of contact

* providing advisory support to boards
* being an expert resource for clerks and the wider organisation
* quality assuring advice – acting as a high-level resource
* responding to issues including concerns and complaints related to governance
* facilitating networks and communication between governing boards

**Line managing clerks**

* recruitment, management and quality assurance
* assigning work and deployments
* ensuring board and committee meetings are efficient, effective and properly recorded
* delivering induction, training and briefings
* conducting annual appraisals

**Delivering wider and targeted support**

* overseeing recruitment, election/appointment and induction for different governance tiers
* overseeing a CPD offer/development programme
* organising reviews and self-evaluation
* presenting training, briefings and at events
* organising targeted support and intervention when circumstances require

**Compliance monitoring across a group of schools**

* maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
* routine reporting, such as regarding board vacancies
* ensuring different tiers of governance are properly constituted
* monitoring compliance with schemes of delegation
* ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation

**GDPR**

* Coordinate GDPR provision across all schools and the Trust working with external providers
* Ensure GDPR policies for schools and the Trust are up to date and displayed on websites
* Coordinate GDPR training across the Trust at all levels
* Support schools and the Trust in dealing with Freedom of Information Requests and Subject Access Requests
* Coordinate Trust Data Impact Assessments
* Coordinate Trust and school GDPR audits and ensure all aspects are addressed
* Provide updates from IGS to Trust and school staff
* Support schools to implement all aspects of GDPR

**Personal development**

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of lead governance professional should include:

* liaising with relevant professional organisations and networks
* undertaking regular training including the pursuit of professionally recognised qualifications
* keeping abreast of policy developments affecting academy trust governance
* participating in regular performance management, led by the chair of the board of trustees

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| **Person Specification** | | |
| **Attributes** | **Essential** | **Desirable** |
| Knowledge and Experience | Recent experience of working in a governance/compliance role, with a minimum of two years’ experience in a discipline relevant to the role.  Knowledge and experience of implementation of data protection and GDPR requirements.  Able to research, analyse and produce reports to support decision making, able to provide advice and guidance to senior managers.  Experience of planning, organising and administration/clerking of meetings  Extensive knowledge of the schools system  Extensive knowledge of governance law, structures, policy and practice in all types of state school  Awareness of current issues and thought leadership relating to the governance of schools and academy trusts. | Understanding of charity law and governance in other sectors.  Experience of developing and delivering training and induction to a range of audiences.  An understanding of safeguarding issues and promoting the welfare of children and young people. |
| Qualifications | Level 5 professional qualification or equivalent experience in Governance, Compliance, Risk Management or Business Administration  English and Maths GCSE or equivalent Level 5 or above. | Educated to degree level  Experience of working in a senior governance/operations role.  Relevant experience within an education and or service (such as legal, commercial or charity) environment. |
| Skills | High level communication and IT skills to effectively convey complex information to a variety of audiences both in writing and verbally.  High level strategic planning  Decision-making based on intelligent assessment of risk and benefits  Commercial acumen  Interpersonal/relationship building/stakeholder engagement skills  Leadership and line management: planning and co-ordinating the work of others  Ability to research and keep abreast of developments in respect of governance, compliance and data protection in the academy sector |  |
| Attributes | personal integrity and commitment to the principles of public life  respecting confidentiality  confidence and influence as a senior leader  Able to manage working hours flexible to meet the demands of the role, working under pressure to meet deadlines, maintaining accuracy and attention to detail.  Able to make decisions independently  Ability to lead by example, coach, motivate and inspire others  Agile thinker  Innovator  Calm and resilient under pressure  Open, honest and approachable  Willing to travel to all work locations within the Trust and further afield when required.  Commitment to CPD and modelling this to others |  |

**This position requires the post holder to travel to schools within the trust therefore, a driving license and access to a vehicle is an essential requirement.**