

JOB DESCRIPTION

Governance and Compliance Officer

Reporting to:	CEO
Location:	Across Trust/Home working
Weeks of work	25 hrs per week (pro rata for part time) Term time only plus 2 weeks. Flexible in line with the needs of the Trust
Grade/salary:	Grade 3, Spinal Column Points (SCPs) 9 to 22 Salary: £15,792pa to £19,718pa Pro rata of FTE (£25,119pa to £31,364pa) – salary range as at 1.4.2023
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Job Purpose

- To support in ensuring the Trust complies with its outside regulatory requirements and internal policies.
- Provide effective administrative support to the Trust Board and its Committees.
- To provide guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework, and understand the potential consequences for non-compliance.

Key Responsibilities

Compliance

- Complete all statutory filings on behalf of the Company and any subsidiaries and liaise with Companies House when required.
- Maintain Get Information About Schools (GIAS) Support and coordinate preparation, publication, distribution and presentation of the annual report (including annual accounts).
- Monitor changes in relevant legislation/regulation and advise the Company on what action is required or (where Trust Board approval is not necessary or timelines do not permit) what steps have been taken to comply.
- Effective administration of meetings for Members, Trustees and Trust Committees.
- Working with the Chair and CEO to prepare agendas and papers ensuring timely distribution.
- Record attendance at meetings and take and distribute minutes, ensuring that action is taken on matters arising and that the Chair is informed of progress.
- Maintain records of Board of Trustees' correspondence and an annual calendar of Board meetings.

Governance

- Ensuring the Trust complies with the Academies Financial Handbooks, Articles of Association and Scheme of Delegation, and the Governance Handbook, reviewing, proposing and implementing approved changes.
- Ensuring that all relevant procedures are signed off by the Trust Board in time for implementation.

- Support the induction and on-going training of new Trustees, maintaining records of training undertaken.
- Ensure Disclosure and Barring (DBS) checks are carried out on Trustees as required.
- Maintain registers of the following:
 - members
 - members of the board of trustees/directors
 - board member interests
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees e.g. Child-protection, SEND
- Maintain Trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise Trustees and appointing bodies in advance of the expiry of a Trustee's term of office, so elections or appointments can be organised in a timely manner.
- Identify the most appropriate Governor training and support packages for Trust LACs.

Policy Development

- Management of the Trust Policy Framework ensuring there are effective policies in place and published as agreed by the Board of Trustees.
- Strategic oversight for the regular review of policies to ensure that they meet statutory requirements, are in line with best practice, are consistently in line with the house style and meet the operational needs of the Trust

Administrative Support

- Provide Admin support to the CEO and Chair as required.
- To undertake any other duties commensurate with the grade as required.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION
Governance and Compliance Officer

Method of Assessment (MOA)

AF - Application form	C - Certification	I - Interview	T – Test or Exercise	P - Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	A – C grades in English and Maths at GCSE (E)	AF/C
	Hold or Working towards a relevant industry standard qualification, such as business studies for example. (D)	AF/C
Knowledge and Experience Relevant work and other experience	Substantial experience of providing secretarial and administrative support at Board/Senior Management/ Governing Body level. (E)	AF/I
	Knowledge of governance procedures and legislation relevant to Multi Academy Trusts. (D)	AF/I
	Experience of dealing appropriately with confidential and sensitive information. (E)	AF/I
Skills & Ability	Ability to communicate effectively with a wide range of people exhibiting high levels of tact and diplomacy. (E)	AF/I
	Ability to compile well-written and grammatically correct documents and letters. (E)	AF/I
	Developed IT skills, with the ability to utilise a wide range of applications. (E)	AF/I
	Highly organised and able to manage workload effectively to meet organisational priorities and deadlines.(E)	AF/I
Behaviours	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Able to liaise using tact and diplomacy with internal/external stakeholders, members of the Trust Board and the local community. (E)	AF/I

	Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)	AF/I
	Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	Integrity, enthusiasm and commitment (E)	AF/I
	Flexible approach to work. (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc. (E)	AF/I
	A willingness to embrace and celebrate the ethos and values of the Trust (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____