

**Person Specification
Governance Lead**

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) or Desirable (D) Criteria
Qualifications 1. Degree/Level 6 qualification or equivalent experience.	E
Experience 1. Demonstrable experience of working in a Governance Officer/Clerk role. 2. Demonstrable experience of improving the Governance service to provide impactful solutions. 3. Demonstrable experience in advising and supporting managers in effectively and efficiently managing governance. 4. Experience of delivering advice and/or training to others 5. Experience of effective line management/supervision of a colleague(s) through a supportive and development approach. 6. Experience of working within a role in the Education/Multi-Academy Trust sector.	E E E E E D
Knowledge 1. Knowledge of best practice governance. 2. Up to date knowledge of the General Data Protection Regulation and how to apply this practically. 3. Up to date knowledge of Safeguarding legislation and how to apply this practically 4. Up to date knowledge of education sector specific terms and conditions and legislation.	E E E D
Skills and Abilities 1. To work with an outward mindset and ensure helpfulness in your approach to finding solutions. 2. The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome. 3. Effectively able to risk assess situations to provide practical answers.	E E E

<p>4. The ability to deliver excellent customer service, work with professional confidence, integrity and consistency to maintain trust and assurance in the reputation the governance service and trust.</p> <p>5. As a leader, have the ability to inspire, develop and support the team; as well as managers across the trust to achieve successful outcomes.</p> <p>6. Able to effectively take accountability for your areas of responsibility.</p> <p>7. Excellent communication skills with a strong ability to present information to others in an appropriate, structured, clear and concise way.</p> <p>8. Strong interpersonal skills including active listening and showing compassion, and emotional intelligence in communication.</p> <p>9. Excellent ability to work accurately and with attention to detail.</p> <p>10. The ability to use strong judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred or escalated.</p> <p>11. Excellent ability to independently plan, organise and prioritise a busy workload and achieve deadlines personally and across the team.</p> <p>12. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or difficult situations.</p> <p>13. Ability to be resilient in response to challenge to secure successful outcomes.</p> <p>14. Strong analytical and interpretative skills.</p> <p>15. Excellent IT skills Microsoft Office at an excellent level.</p> <p>16. Dealing with matters with respect, confidentially and sensitivity.</p> <p>17. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other Attributes</p> <p>1. Evidence of continued professional development</p>	<p>D</p>