

## **JOB PROFILE**

**Post:** Governance Professional 0.6 FTE

**Grade:** £36,104 – £38,162 (£21,662 – £22,897 - 0.6 FTE)

**Responsible to:** Chair of The Trust / Business & Operations Director

## **JOB PURPOSE**

To act as Clerk to the Trust Board and Trust sub-groups and Company Secretary for the Trust.

- Support the efficient and effective operation of the Trust Board and its committees in accordance with the provisions of the Memorandum and Articles of Association of the Trust
- Ensure governance at all levels is carrying out its functions
- Support with the development of the Trust's governance framework and driving improvements to its systems, processes and structures.

## **MAIN DUTIES**

### Effective organisation and administration of Trust Board meetings

- keeping the Board focused on its core strategic priorities
- 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, the DfE Academy Trust Governance Guidance and in accordance with arrangements agreed by the Board of Trustees

### Advice and guidance

As well as acting as the main point of contact for all queries relating to governance within the Trust, the governance professional will proactively update those governing by providing advice and guidance on:

- the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
- strategic leadership responsibilities

- 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

#### Manage statutory information and governance documentation

The Governance Professional will act as a gatekeeper for information and documentation that clearly 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
- 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 Local Governing Body committees and members.
- developing trust-specific documents such as a governance code of conduct and skills matrix
- maintaining the trust's online governance portal or equivalent
- Coordinate completion of and maintain access to the Trust's Register of Interests

#### Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust's governance framework, governance professionals are responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- support the trust board in developing effective and inclusive recruitment practices which promote diversity
- overseeing member, trustee and LGB governor recruitment as required, advising on election and appointment procedures
- developing a trust-wide induction process for those governing
- assisting in the process of new schools joining the trust by supporting, where necessary, the due diligence process along with the academy conversion process

### People and relationships

Develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions including the Executive Team and Senior Leadership Teams so that governance supports and enables the operational delivery of strategic objectives
- working closely with the chair of trustees and committee chairs (including LGB chairs) to ensure strong links between the trust board, members and the local tier
- maintaining effective communications with relevant stakeholders such as the local authority

### Evaluation and development

Contributing to rigorous and effective methods of self-review across the trust by:

- coordinating the design and review of training plans for trustees and LGB governors
- coordinating a programme of regular evaluation of the quality of governance, including skills audits
- supporting the commissioning of external reviews of governance
- developing and implementing a training programme for those governing

### Personal development

Continuing professional development 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.

### Other duties

- act as clerk to the Members at their meetings
- provide clerking for sub committees as required

### **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection; reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

## Governance Professional

PERSON SPECIFICATION	Essential / Desirable E/D
<b>Qualifications</b> Level 2 Literacy and Numeracy Level 3 Certificate in the Clerking of School & Academy Governing Boards or willingness to work towards	E E
<b>Experience</b> Experience of clerking/providing support for Trust Board / Governing Body Experience of working in a school / Trust	E E
<b>Competencies/Attributes</b> Ability to use multiple sources of information to research and present material clearly and concisely Ability to use IT including word processing, spread sheets, databases and the internet Ability to communicate with a range of internal and external contacts/stakeholders both verbally and in writing Ability to plan own work, work on own initiative and meet deadlines with minimal supervision, Ability to organise meetings, training & information sessions for Governors on behalf of The Trust. Ability to multi-task and contend with competing demands. Effective minute taking. Understanding of the regulations governing Trust Boards and Local Governing Bodies and a commitment to update your own knowledge An understanding of and a genuine commitment to Equality of Opportunity	E E E E E E E E E
<b>Personal Qualities</b> Personal integrity and commitment to the principles of public life. Ability to use professional judgement	E E