

## Trust Health & Safety, Compliance & Governance Lead

**Grade 9 £36,648 – £ 41,418. 37 hours per week, term-time only plus 2 weeks, 47.59 pay weeks (actual pro rata gross salary is £33,455 – £37,805 per annum – pay award pending)**

The Talentum Learning Trust is a Multi-Academy Trust of nine schools, based in the historic market town of Leek in the Staffordshire Moorlands and currently consists of six First Schools, one Middle School and two High Schools. The Trust promotes high aspirations and excellence for all; our aim is to develop a strong partnership between the academies, students, and the wider community to secure an outstanding learning experience for everyone. We have high expectations and strive to create independent learners fit for the demands of the 21st Century. We are seeking to appoint a highly skilled professional to the post of Trust Health & Safety, Compliance & Governance Lead.

This will be an exciting opportunity for you if you are someone who enjoys working in a dynamic, fast-paced environment with a variety of people. This is a key role within the Central Executive Team and will enable you to draw on your prior experience to provide high quality support and guidance to the Board of Trustees, Senior Leaders and staff across the Trust. You will be highly organised with a keen eye for detail and a skilled communicator. Experience as a Data Protection Officer and knowledge of compliance requirements within the education sector combined with the ability to produce high quality documents and minutes for the Board of Trustees and Members will be an advantage. Your contribution to the Trust will enable the best possible outcomes for our pupils.

The successful candidate will have/be:

- A recognised professional qualification (for example: Level 3 or 4 certificate in Academy Governance / Degree in business or administration or similar), working towards completion of the same or be willing to undertake relevant training to further enhance experience.
- A relevant DPO qualification, be working towards or equivalent experience
- Several years' practical experience working in an academy trust or public sector environment
- Knowledge of relevant legislation and procedural requirements pertaining to school governance
- Underpinning knowledge of compliance and Health & Safety requirements ideally within the Education sector
- Experience of supporting senior management through the provision of high-quality, accurate information.
- An excellent team player who can demonstrate resilience and flexibility within a professional environment
- Experience of managing a wide range of comprehensive tasks
- Experience of working in a fast-moving organisation with divisional reporting
- Experience in working with external professional organisations.
- Able to prioritise jobs, manage their own workload and work under own initiative with minimal supervision

**Closing date for applications is 9am Monday, 23<sup>rd</sup> September 2024 with a view to interviews taking place on Wednesday, 25<sup>th</sup> September.**

The Talentum Learning Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children, and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974

To apply please email a completed application form to: [recruitment@ttl.org.uk](mailto:recruitment@ttl.org.uk)

**CV's are not accepted.** If you would like an informal discussion regarding the post please contact Kim Bailey, CFOO, on 01538 370930 or email: [kbailey@ttl.org.uk](mailto:kbailey@ttl.org.uk)



**Job Description**            **Trust Health & Safety, Compliance & Governance Lead**  
**Reporting to:**            The Chief Finance & Operating Officer (CFOO)

### **Job purpose**

The postholder will be the lead in the Trust for ensuring high standards of governance including the smooth and efficient administration of the Trust Board and its committees, as well as advising the Chair of the Board on governance process and practice. You will oversee compliance with regulatory and legislative requirements including monitoring of statutory Health & Safety requirements across the Trust's nine academies, ensure the Board's decisions are acted upon, and are in accordance with the Memorandum and Articles of Association.

### **Key responsibilities and accountabilities**

To support the efficient and effective operation of the Talentum Learning Trust Board and its committees, ensuring that Board business continues to drive the successful delivery of the Trust's strategic objectives.

- To organise, in conjunction with the Chair and the Chief Executive, the annual programme of meetings of the Board and its committees to facilitate efficient conduct of business and decision making.
  - Attend all Board meetings and committee meetings, acting as secretary to the Board of Directors and all its committees
  - Responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, Board reporting, and ensuring actions are followed up accordingly.
  - Take minutes of meetings and write final copies of minutes for approval, ensuring that these accurately reflect key points of discussion and the decisions made, and that decisions are notified to all those who need to take follow up action (or others who may need to be aware of the decision and its implications).
  - Ensure that items are appropriately carried forward from previous meetings and across appropriate committees.
  - Provision of strategic governance and policy advice to the Board Chair and other Directors as well as being the first point of contact on Board business.
- To lead on maintaining robust corporate governance across Talentum Learning Trust, including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations.
    - Advising the Chair, Chief Executive and other Trustees and Directors on key matters of regulatory and statutory importance
    - Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency
    - Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as Talentum Learning Trust operational procedure.
    - Working closely with the Executive Board to maintain currency of format, content and drafting of all statutory reports and annual reviews.
    - Ensuring an appropriate skill mix at Board level through maintaining Board membership and managing new appointments and their induction.

- Keep track of committee membership, terms of office of members and upcoming vacancies, and so anticipating where appointments need to be made, assisting in the process for identifying prospective new members.
  - Manage the re-appointment and retirement process of Board members in accordance with the Articles of Association.
  - Ensure the timely and accurate filing of documentation to Companies House.
  - Maintain the Company's registered office.
  - Ensure the Company's legal documents are kept securely.
  - Maintain the register of Business Interests.
- To enable all layers of governance to function as an effective and coherent whole
    - To work collaboratively with other Talentum Learning Trust functions to enable the delivery of Talentum Learning Trust's strategic objectives
    - Ensure a high standard of local clerking arrangements, standardising good practice and identifying where local interventions are necessary.
    - Manage the recruitment, induction and training programme for local clerks.
    - Quality assure LGB's minutes and reports.
    - Oversee the linkages between the various layers of Talentum Learning Trust governance –LGB's, and Trustee – so that information flows efficiently both ways.
    - Managing regular strategic events and training for Trustees, headteachers and local chairs
    - Build proactive and productive working relationships with CET members, headteachers and local chairs, acting as troubleshooter for governance issues and working with external partners where necessary
    - Manage recruitment process for local governors, and Trustees.
- To work collaboratively with other Talentum Learning Trust functions to enable the delivery of Talentum Learning Trust's strategic objectives
    - Support due diligence activity of new academies potentially joining Talentum Learning Trust by preparing the schools' current governing body for conversion/transfer
    - Lead on co-ordination of policies across Talentum Learning Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies
    - Ensure school website compliance.
    - Overseeing the maintenance of lists and/or databases used by the team to track requests, monitor compliance, locate precedents or keep abreast of external developments and generate management reports (identifying trends) as required.
    - Working in conjunction with the CFOO, monitor compliance regarding statutory Health and Safety requirements for each academy within the Trust
    - Supporting any other appropriate compliance work across the Trust.
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- **To act as Data Protection Officer for the Trust**
  - Processing or directing requests received under information compliance legislation (primarily subject access requests and FOI/EIR requests).
  - Responding or directing to data security incidents within strict timeframes, in consultation with schools affected and, where appropriate, other key stakeholders, and maintaining internal records.
  - Monitoring changes in the regulatory environment (for example, legislative changes, case law, action taken by the ICO, ICO guidance and codes of practice, identifying best practice from across the sector and keeping expert colleagues and relevant stakeholders up to date.
  - Drafting and reviewing policies, procedures and guidance.
  - Manage the implementation of any regulatory changes. This will involve working closely with schools to undertake readiness assessments and develop and implement improvement programmes.
  - Developing an understanding and awareness of information compliance requirements across the Trust, for example, by delivering appropriate educational and training sessions (such as workshops and seminars) and teaching materials (including web-based) to ensure that sections and departments are aware of their responsibilities.
  - Ensuring ongoing compliance, including: the provision of specialist advice to colleagues across the Trust, audit and project work (for example, to assess whether, and how, improvements might be made and privacy impact assessments).
  - Maintaining the Trust's Publication Scheme.
  - Liaising with the Information Commissioner's Office (ICO) on a day-to-day basis. For example, this may be in the context of data security breaches, complaints or the registration process.
  - Liaising with external advisors (such as external counsel and consultancy firms).
  - To co-ordinate responses to parental and other complaints, ensuring timely outcomes to issues.

**The job description is a general outline of the job duties and responsibilities and may be amended as The Talentum Learning Trust develops and the role and team grow. The post holder may be required to undertake other duties as may reasonably be required from time to time.**

<b>Trust Health &amp; Safety, Compliance &amp; Governance Lead Person Specification</b>	
<b>Essential Criteria</b>	<b>Evidenced by</b>
<p><b>Qualifications / Background</b></p> <ul style="list-style-type: none"> <li>• A recognised qualification is desirable (for example: degree in Business or Administration, Level 3 or 4 qualification in Academy Governance) or be working towards/willing to undertake a relevant qualification.</li> <li>• A relevant DPO qualification, be working towards one or equivalent experience</li> <li>• Several years' practical experience working in an academy trust or public sector environment</li> </ul>	<p>Application Certificates References</p>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of governance, structures, policy and practice in the school system</li> <li>• Full working knowledge of relevant policies/codes of practice, relevant legislation and procedural requirements pertaining to school governance.</li> <li>• Knowledge of compliance requirements within the education sector</li> <li>• Knowledge of the requirements of the role of Data Protection Officer</li> <li>• Experience of managing a wide range of comprehensive tasks</li> <li>• Excellent ICT skills.</li> <li>• High standard of written communication and ability to produce high quality, accurate documents</li> <li>• Experience of working with external professional organisations</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to organise and motivate other staff.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Methodical with good attention to detail.</li> <li>• Excellent communication skills.</li> <li>• Good organisation skills.</li> <li>• Ability to prioritise effectively.</li> <li>• Good presentational skills.</li> </ul>	<p>Application Interview References</p>

<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• An excellent team player who can demonstrate resilience and flexibility</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	<p>Application          Interview          References</p>
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