

Governance Manager

Job Description

Purpose of role:

To secure effective governance by leading on governance support services and arrangements within the Co-op Academy Trust's West Yorkshire regional hub, ensuring that they are consistent with Trust-wide practice. To secure efficient functioning of the West Yorkshire regional hub office.

Responsible to: Head of Governance and Special Projects

Salary: £29,500 - £34,000

Location: Parkland Primary School, Old Park Road, Bradford, West Yorkshire, BD10 9BG

Key responsibilities:

- Contribute to the set-up of professional clerking contract frameworks, including service requirements, performance indicators, quality assurance arrangements and contract documentation
- Lead the delivery of contracted clerking services, ensuring that they are timely and meet quality expectations, resolving service issues when necessary and in extreme circumstances clerking meetings if standing arrangements fall through
- Provide advice to governing bodies, officers and staff of the Trust, for example, regarding governance legislation, procedural matters, responsibilities, best practice, policies, induction, learning and development etc
- Provide effective administrative support to governing bodies and their committees for example, meeting arrangements, agenda setting, paper preparation and distribution, meeting quoracy and attendance, quality assuring minutes, publishing minutes, follow-up on action points etc.
- Ensure that governing bodies are properly constituted, for example, advising on expiry of terms of office, maintaining up-to-date records of interest, DBS checks, completed training etc
- Manage information effectively in accordance with legal requirements and those of the Trust
- Assure compliant data protection practice
- Line manage the Governance Officer
- Establish and maintain the smooth running of the regional hub office on a day to day basis including professional and customer-focused office communications, office diary and meeting management, office supplies, office systems and procedures and office reception.
- Foster a productive work ethos and atmosphere at the regional hub office
- Support the organisation and delivery of the key regional hub and Trust events
- Contribute to the growth of the Trust, for example, by undertaking due diligence of governance in schools hoping to join the Trust
- Work collaboratively and holistically as part of the wider Central Governance Team to ensure consistent high quality and forward-looking governance
- Ensure that the Trust's governance arrangements are informed by good practice, key developments and innovative practice within the sector
- Deputise for the Head of Governance and Special Projects as and when necessary

Other responsibilities

- Safeguard and protect the welfare of children
- Carry out any such duties as may be reasonably required by the Head of Governance and Special Projects and the regional hub's Chief Education Officer
- Demonstrate commitment and behaviours in line with the Trust's aims, values and Ways of Being Co-op
- Maintain close links with key colleagues in the Co-op and key contacts within academies
- Build and maintain positive working relationships across the regional hub, Trust and support effective communications
- Take responsibility for own continuing professional development

Performance Measures

- Contracts are in place in a timely manner, supported by clear service delivery expectations and contract support documentation
- Performance management arrangements in place and effective in the development and support of staff.
- Ongoing review demonstrates clerking services which meet the Trust's quality and timeliness expectations
- Professional clerking is a strength of governance as identified by routine quality assurance processes, governing body self-effectiveness reviews and Ofsted inspections
- Governors receive timely, appropriate and high-quality advice, their membership, roles and information are well managed
- Local Governing Body governance is efficiently and effectively organised, administered and is compliant with sector requirements
- Own and team compliance with internal and external policies and standards, as appropriate to the role
- The Trust's governance arrangements keep abreast of sector innovation, good practice and developments
- Ongoing review and stakeholder feedback demonstrate efficient and effective office services, systems, communications and procedures
- Relationships with regional hub staff and all stakeholders are productive, communications effective and feedback about displayed behaviours are in line with Co-op values

Person specification

Core Competencies

Demonstrate and provide evidence of the following:

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
QUALIFICATIONS				
1.	A degree qualification or equivalent	D		
2.	Minimum educational qualifications to A Level or equivalent, and including Maths and English GCSE at grade C or above	E		
3.	Successful completion (or evidence of registration) of Governance clerking development programme, the Governance Leadership Programme, or equivalent	D		
4.	Evidence of Continuous Professional Development	E		
EXPERIENCE				
5	Experience of managing and delivering organisational governance and compliance	E		
6	Managing organisational, office or contracted services, setting and securing key performance indicators within time and quality constraints.	E		
7	Identifying and resolving service constraints	E		
8	Line management experience including appraisals, staff development and training	E		
9	Working within the DfE's clerking competency and governance competency frameworks	D		
10	Experience of establishing strong relationships across a range of stakeholders	E		
11	Effective information management and sharing	E		
12	Experience of setting up and implementing administrative processes and procedures	E		
13	Organisation and administration of many high-level organisational meetings, events and conferences within time and resource constraints.	E		
14	Track record of using sector good practice, collaboration and professional networks to inform and develop services	E		
ABILITIES, SKILLS AND KNOWLEDGE				

15	Strong knowledge and understanding of governance and compliance	E		
16	Strong knowledge and understanding of data protection principles	D		
17	Strong knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education	D		
18	Service and contract management skills with an ability to hold others to account for service and contract delivery	E		
19	Ability to manage, interpret and communicate information and data based upon up-to-date data protection practices.	E		
20	Ability to build strong working relationships with a range of internal and external stakeholders	E		
21	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative	E		
22	Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	E		
23	Strong IT skills across the Microsoft and Google suite of applications, including proficient skill in organising, calculating, graphing, analysing and presenting data	E		
24	Flexible, adaptable and willing to meet the needs of the regional hub and Trust	E		
25	Willing and able to travel to sites across the regional hub and Trust and to flex working hours to attend routine governing body meetings and occasional regional hub and Trust events that may fall outside normal working hours	E		
PERSONAL QUALITIES				
26	A firm belief in the values and principles of the co-operative movement	E		
27	A strong commitment to the trust and its strategic objectives	E		

Please note that the successful applicant will be required to comply with all Trust Policies.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.