

Governance Officer

Job Description

Purpose of role:

To support effective governance by providing 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 support the efficient functioning of the West Yorkshire regional hub office.

Responsible to: Governance Manager

Salary: £23,800 - £27,500

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

Key responsibilities:

- Support the delivery of contracted clerking services, ensuring that they are timely and meet quality expectations, clerking meetings if standing arrangements fall through
- Support the provision of all governing body support services, including the provision of advice, administrative support, ensuring proper constitutions and management of information in accordance with legal requirements and those of the Trust
- Support the smooth running of the regional hub office on a day to day basis including support for professional and customer-focused office communications, office diary and meeting management, meeting clerking, office supplies, office systems and procedures and office reception.
- Play a key part in creating a productive work ethos and atmosphere at the regional hub office
- Assure compliant data protection practice
- Support the organisation and delivery of the key regional hub and Trust events
- Work collaboratively and holistically as part of a wider Governance Team to ensure consistent high quality and forward-looking governance, providing general administrative support as needed
- Ensure that the Trust's governance arrangements are informed by good practice, key developments and innovative practice within the sector
- Deputise for the Governance Manager 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 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

- Ongoing review demonstrates clerking services which meet the Trust's quality and timeliness expectations
- 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 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 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:

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	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.	Evidence of Continuous Professional Development	E		
EXPERIENCE				
4	Strong record of providing professional clerking ideally within organisational governance including recording minutes of complex discussions in strategic meetings	E		
5	Working within the DfE's clerking competency and governance competency frameworks	D		
6	Experience of establishing strong relationships across a range of stakeholders	E		
7	Effective information management and sharing	E		
8	Organisation and administration of many high level organisational meetings, events and conferences within time and resource constraints.	E		
9	Track record of using sector good practice, collaboration and professional networks to inform and develop services	E		
ABILITIES, SKILLS AND KNOWLEDGE				
10	Strong planning and organisational skills, with proven ability to prioritise, work efficiently and accurately, particularly under pressure, to tight deadlines and using own initiative	E		
11	Ability to develop and implement administrative processes and procedures	E		
12	Ability to manage information and data based upon up-to-date data protection practices.	E		

13	Strong IT skills across the Microsoft and Google suite of applications	E		
14	Ability to build strong working relationships with a range of internal stakeholders	E		
15	Highly effective listening, verbal and written communication skills, including minute taking skills	E		
16	Flexible, adaptable and willing to meet the needs of the regional hub and Trust	E		
17	Knowledge and understanding of governance and compliance	D		
18	Knowledge and understanding of data protection principles	D		
19	Knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education	D		
20	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				
21	A firm belief in the values and principles of the co-operative movement	E		
22	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.