

# Head of Governance

Manchester



**Salary:** £38,000- £45,000

**Contract:** Full time (37 hours), permanent

**Start date:** September 2019

**Benefits include:**

- 30 days annual leave, plus bank holidays
- Local government pension scheme
- Childcare vouchers
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

On-site shop, restaurant and Nuffield Gym

**Closing date:** Friday XX June 2019

**Interviews:** TBC

**Applications: must be on our application form:** please contact Lynn Higgins at [lynn.higgins@coop.co.uk](mailto:lynn.higgins@coop.co.uk) for application form and return your completed form to Lynn via email  
OR

Co-op Academies Trust | X99 Postal | 10701 8<sup>th</sup> Floor | 1 Angel Square | Manchester | M60 0AG

**Co-op Academies Trust** aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for twenty three academies in West Yorkshire, Greater Manchester, Wirral, North Staffordshire and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

Based at our sponsor's iconic headquarters in central Manchester this is an exciting opportunity for someone with strong governance experience to effectively manage governance arrangements across the Trust. This would include providing high quality support for the Trust Board and leading a small team across the Trust that supports all governing body meetings. In addition, the colleague would quality assure the external provision for clerking.

As well as having the appropriate professional qualification you will have excellent leadership, communication and interpersonal skills. In addition, you will have strong organisational skills and able to build strong working relationships with, and influence the work of others. You will be flexible, self-motivated & resilient.

For more information about the Trust, please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. 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.

## Head of Governance

Salary - £38,000 - £45,000 (Permanent and full time)

### PURPOSE OF ROLE

This role involves leading the work of the central trust governance team providing strategic and operational support and direction. The postholder will line manage hub based governance officers. It will be responsible for the effective liaison between the trust and its academies and liaison with the sponsor to ensure that the full benefits of the partnership are realised.

The role is responsible for the provision of strong and effective governance arrangements across the trust and includes high quality support for the Trust Board. In addition the role involves line managing hub based governance officers and quality assuring the contracts of two external providers for clerking of local governing bodies.

The position involves identifying, training and developing local governors (especially those from within the Co-op Group) and the Trust Board for their specific roles.

**Line Manager:** Chief Operations Officer

### KEY ACCOUNTABILITIES

#### Reports to the Chief Operations Officer:

- To contribute to and deliver the vision of the Trust working with the leaders and governors of the academies to create outstanding schools;
- To provide leadership for the Trust and work with the Trust's academies to ensure outstanding education and governance;
- To provide effective liaison between the Co-operative Group and the Trust's academies; and
- To be responsible for developing governance services to the Trust's academies.

#### Ensure that:

- delivery plans for the strategy and development of the trust are developed and successfully implemented;
- the trust is widely recognised for its positive contribution to education; and
- effective communications are maintained with all relevant academy stakeholders including Ofsted, DfE, local authorities and The Co-operative Group.

#### In addition

- line manage the trust administrations and governance team including the most senior governance officer in each hub;
- be responsible for the annual Governor Conference;
- be responsible for the publication of the trust's annual report and all general communication including the website; and
- liaise with The Co-operative Group staff responsible for the Trust's academies work.

### PERFORMANCE MEASURES

- Delivery plans for the strategy are developed and implemented;
- Academies achieve key educational targets e.g. floor standards, Ofsted outcomes;
- Programmes in place for the development and management of all managed staff;
- Trust Board informed and effective;
- The Trust is widely recognised for its positive contribution to education and the co-operative movement;
- Systems developed and being effectively used for reporting on data nationally;
- Communications to all relevant Academy stakeholders;
- Ofsted inspection, ESFA and financial audits delivered – with positive feedback; and
- Evidence of displaying behaviours that are in line with Co-operative purpose and values feedback from colleagues.

### Personal Attributes Required Based On Job Description

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I)
<b>Background &amp; knowledge</b>  This should include experience, knowledge, skills, qualifications	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Degree level or equivalent</li> <li>Appropriate Professional Qualification</li> </ul>		✓	A
	<ul style="list-style-type: none"> <li><b>Experience</b></li> <li>Minimum three years' experience in Senior Governance/operations role, including two with line management responsibility</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Experience of operating within an education or service sector environment</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Experience of working within a MAT</li> </ul>		✓	A/I
	<ul style="list-style-type: none"> <li>Line management experience including appraisals, staff development and training</li> </ul>		✓	
	<b>Skills, Ability &amp; Knowledge</b> <ul style="list-style-type: none"> <li>Up to date knowledge of Governance standards and legislation</li> </ul>		✓	A/I
	<ul style="list-style-type: none"> <li>Excellent organisation and administrative skills</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Excellent leadership, communication (oral and written) and interpersonal skills</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Proven track record of building strong personal relationships and credibility at senior level across all internal functions</li> </ul>	✓		A/I
	<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>An innovative approach and high energy levels</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Enthusiastic and action orientated</li> </ul>			A/I
	<ul style="list-style-type: none"> <li>Commitment to team and strong team player</li> </ul>	✓		A/I
	<ul style="list-style-type: none"> <li>Strong commercial acumen and strategic thinking ability</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li> </ul>	✓		A/I

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.