



Governance Officer

Salary / grade range	£24,944 - £28,821 Full time, 37 hours per week, all year round, to be worked flexibly as agreed with the Governance Manager, West Yorkshire, and in line with the needs of the academies clerked.
Location	West Yorkshire Hub, Co-op Academy Parkland, Bradford / Home working
Reports to	Governance Manager, West Yorkshire

Purpose of role:

To support effective governance by providing governance support services and arrangements within the Co-op Academy Trust's Governance Team, ensuring that they are consistent with Trust-wide practice, and to provide a full clerking service to designated schools in West Yorkshire.

Key accountabilities (and specific duties / responsibilities):

Key responsibilities to the central team:

- Monitor the West Yorkshire governance email box and respond to or forward queries appropriately
- Undertake organisation and administration, including in relation to bookings, in connection with the governor training programme and the annual governors' conference
- Undertake other duties in support of the Governance Managers and the Head of Governance as requested
- Support the provision of advice and support to the Trust's Academy Governing Councils (AGCs), in line with the Trust's scheme of delegation and governance documentation
- Play a key part in creating a productive work ethos and atmosphere at the regional hub office
- Assure compliant data protection practice
- Work collaboratively and holistically as part of a wider 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 Governance Manager as and when necessary

Key responsibilities to the academies in the West Yorkshire Hub:

To be responsible for providing and maintaining effective clerking support to assigned AGCs (as agreed with the Governance Manager for West Yorkshire, and the Head of Governance), to include:

- Developing and maintaining effective professional working relationships with the chair, the governors and the headteacher/principal
- Agreeing agendas with the headteacher/principal and chair of governors
- Ensuring associated paperwork is submitted and uploaded to GovernorHub (or any electronic system which the trust chooses to utilise) within the Trust's agreed timescales
- Maintaining accurate records for each governing body including recording governor attendance, appointments, terms of office, resignations, changes in governors' details
- Ensuring each governing body operates within the Trust's agreed policies and procedures
- Attending all AGC and AGC committee meetings and producing accurate minutes, in line with Trust protocols, and within the timescales agreed between the academies and the trust
- Convening panels for complaints and exclusions hearing, and supporting central HR colleagues in convening panels for HR hearings
- Attending exclusions and complaints hearings and producing accurate minutes, in line with trust protocols, and within the timescales agreed between the academies and the trust
- Advising each AGC on its core functions and other Department for Education governance advice, and on the Trust's protocols and procedures, during and between meetings as needed;
- Support new governor induction, including sending out appointment letters, ensuring relevant paperwork is completed, setting up new governors on GovernorHub or any subsequent system, and ensuring they know how to access their account, and ensuring new governors have access to current guidance and timely and appropriate training, including on-line training;
- Accessing appropriate advice for the AGC where necessary;
- Liaising between the AGC and the central team where appropriate, including ensuring appropriate information is fed back to the Governance Manager and Chief Education Officer;
- Advising the AGC on relevant changes to national or trust-wide guidance;
- From a professional understanding of each AGC, contributing to the Trust's governance risk register



Other responsibilities

- In undertaking all activities, to safeguard and protect the welfare of children and young people
- Demonstrate commitment to and behaviours in line with the Trust's aims and the Ways of Being Co-op
- Build and maintain positive working relationships across the regional hub and Trust, and support effective communications
- Take responsibility for own continuing professional development

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> • A degree qualification or equivalent • Minimum educational qualifications to A Level or equivalent, and including Maths and English GCSE at grade C or above • Evidence of Continuing Professional Development 	<p>D E E</p>	<p>A A A</p>
<p>Experience</p> <ul style="list-style-type: none"> • Strong record of providing professional clerking ideally within organisational governance including recording minutes of complex discussions in strategic meetings • Working within the DfE's clerking competency and governance competency frameworks • Experience of establishing strong relationships across a range of stakeholders • Effective information management and sharing • Organisation and administration of meetings, events and/or conferences within time and resource constraints. • Track record of using sector good practice, collaboration and professional networks to inform and develop services 	<p>E D E E E E</p>	<p>A A A and I A and I A and I A and I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Strong planning and organisational skills, with proven ability to prioritise, work efficiently and accurately, 	<p>E</p>	<p>A and I</p>



<p>particularly under pressure, to tight deadlines and using own initiative</p> <ul style="list-style-type: none"> • Ability to develop and implement administrative processes and procedures • Ability to manage information and data based upon up-to-date data protection practices • Strong IT skills • Ability to build strong working relationships with a range of internal stakeholders • Highly effective listening, verbal and written communication skills, including minute taking skills • Flexible, adaptable and willing to meet the needs of the regional hub and Trust • Knowledge and understanding of governance and compliance • Knowledge and understanding of data protection principles • Knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education • 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 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>	<p>A and I</p> <p>A and I</p> <p>I</p> <p>A and I</p> <p>A and I</p> <p>A</p> <p>A and I</p> <p>A</p> <p>A</p> <p>A</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • A firm belief in the values and principles of the co-operative movement • A strong commitment to the trust and its strategic objectives 	<p>E</p> <p>E</p>	<p>A and I</p> <p>A and I</p>

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, and the Ways of Being Co-op.