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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Governance Advisor | | | | | **POST NUMBER:** | | |
| **REPORTS TO** (Job Title): | | | | | Head of Governor Services (Education) | | |
| **DEPARTMENT:**  Children, Education and Communities / Governance Support and Development Service | | | | | GRADE: 7 Post is term-time plus one week | | |
| **JE REF:** | | | 3851 | | PANEL DATE: | 14/07/2020 | |
| **1.** | **MAIN PURPOSE OF JOB**  To support members, boards of trustees, CEOs and governors operating at all levels within Multi Academy Trust (MAT) structures to make informed decisions, mindful of all regulatory impacts and with reference to the relevant governance legislation and regulation. This will involve the design, development and delivery of:   * High-quality regulatory and procedural advice, sometimes of a complex and sensitive nature, relating to governance; * Guidance on developments in corporate governance and examples of good practice; * Administrative and organisational support and advice including the development and maintenance of procedures to support effective governance; and * Guidance to ensure that decision-making boards work in accordance with the appropriate legal framework and comply with necessary regulations and the implications of any failure to comply.   To further develop CYC’s specialist governance support services, including:   * The volunteer training package; * Volunteer communication strategies; and * York Education / Services to Schools. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i | **Relationships** - Establish and maintain excellent working relationships of mutual trust with the chair, the board and executive leaders in order to effectively deliver the board’s functions. Encourage, motivate and support the board and its members, acting as a channel of communication for the board. Report to the chair and executive leaders, when required, on governance matters. Deliver key aspects of governance support on a peripatetic basis through regular contact time, to be agreed with the chair and executive leaders.  The post holder will hold some supervisory responsibility for a Governance Support Officer, including leading on their training and induction and the allocation and quality assurance of work. | | | | | |
|  | ii | **Legal framework** - Ensure that board members understand the legal framework in which they operate and the procedures they need to follow. Identify and advise the board of any changes to legislation, statutory guidance or government advice. | | | | | |
|  | iii | **Structures -** Assist board members to understand the structure in which they operate, particularly how governance functions are organised and delegated, including where decisions are made and accountability sits. Support the development of governance and committee structures that are fit for purpose and appropriate to the scale and complexity of the organisation. Support the board in evaluating the effectiveness of structures including the sharing of good practice in place in other organisations. This will include “horizon-scanning” using own initiative to identify the potential impact of local and national system change and opportunities for service improvement. | | | | | |
|  | iv | **Agenda setting** - Work with the chair and executive leaders of the board to prepare a purposeful agenda which focuses on the three strategic functions as well as statutory duties. Contribute to planning to help ensure that the board uses its time effectively in order to address issues which are often complex, technical, sensitive and potentially emotive. Source information to support board decisions. Develop and implement systems for quality control of board documentation. | | | | | |
|  | v | **Meeting conduct** - Inform and advise on proper and orderly procedural conduct of board and/or committee meetings. Intervene appropriately on procedural and governance matters as required during meetings. | | | | | |
|  | vi | **Accountability and scrutiny** - Ensure discussion points, including challenge of executive leaders, and decisions are captured and accurate minutes of meetings and action points are produced. Ensure actions arising from meetings are conveyed and support completion as required. Maintain review timelines for policies and procedures. | | | | | |
|  | vii | **Advice and guidance** - Prepare for meetings by reading documents and take time to anticipate issues that might arise. Share good practice with the board. Advise the board to seek appropriate professional advice when necessary. | | | | | |
|  | viii | **Compliance** - Maintain accurate and up to date registers for attendance, interests, gifts and hospitality. Intervene when concerned about non-compliance where this has not been picked up by the board. Explain the legal, regulatory and financial responsibilities and duties placed on the board and the consequences of non-compliance. Support the board in discharging its statutory reporting duties. Sign post the board as and when specialist third-party advice or guidance is required. | | | | | |
|  | ix | **Conflicts of interest** - Identify and advise the chair and board on matters of conflicts of interest and loyalty in line with the law and internally agreed policies. | | | | | |
|  | x | **Board recruitment, development and succession planning** - Provide advice to boards on terms of office, track individual terms and advise on the process for vacancy filling. Establish and monitor election and appointment processes for the board. Contribute to the coordination of effective learning and development opportunities for board members. Support the chair in addressing induction and ongoing training and development needs. Advise the board on an appropriate approach to reviewing board performance and support the skills audit process. Monitor training attendance across the MAT on a termly basis. Promote engagement with forthcoming opportunities under the guidance of the Governor Support and Training Manager. | | | | | |
|  | xi | **Stakeholders** - Act as a channel of communication and information for the board, recognising and respecting different interests. | | | | | |
|  | xii | **Administration and record management** - Maintain a high standard of work, including when under pressure, ensuring information is complete and accurate. Demonstrate excellent time management to support the board and their meetings. Effectively manage documentation and processes for retention and retrieval of information, some of a complex and sensitive nature, in accordance with agreed protocols and legal duties. Plan and manage workload to meet objectives. Establish and maintain effective communication systems.  Undertake termly monitoring of support provided within the relevant MAT contract to ensure this is in line with expectation. Submission of a contract monitoring report to the Governor Support and Training Manager within agreed deadlines to ensure additional charges are applied where relevant. | | | | | |
|  | xiii | **Exclusions** - Develop a secure understanding of the Statutory Guidance relating to the exclusion of pupils from maintained schools and academies. Provide professional guidance to the governing board to enable them to fulfil their duty to review exclusions where required, including advising on facilitation of the hearing to ensure this is fair and supportive to all parties. Provide professional clerking of review panels to ensure an accurate account of the meeting is recorded. This account may be required in the event of an appeal. | | | | | |
|  | xiv | **Additional support** - Arrange and record additional meetings in line with applicable processes, policy and legislation. Such meetings might include HR processes, appeals and complaints, which require detailed minutes due to their particularly sensitive or specialist nature. | | | | | |
|  | xv | **Professional development** - Develop awareness of own limitations and seek assistance when appropriate. Identify and undertake suitable training and maintain up-to-date knowledge of good practice in governance. | | | | | |
|  | xvi | **Data Protection** -Maintain a high degree of confidentiality whilst handling sensitive information. Develop an understanding of data protection within the context of the role, supporting compliance and reducing risk wherever possible. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Number of staff reporting to jobholder and nature of supervision  eg full line management responsibility or day to day supervision of work  Direct: one Indirect: none  The post holder will hold some supervisory responsibility for a Governance Support Officer, including leading on their training and induction and the allocation and quality assurance of work.  The role involves the occasional delivery of training to volunteers. | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  Working with the minimum of supervision, the post holder will use their own initiative to:   * Design, develop and implement a framework to support the effective governance of the client organisation; * Support the board in exercising its functions to enable it to remain focussed on strategic priorities and improving outcomes for learners; * Anticipate issues to be drawn to the chair’s attention; * Devise and implement systems to support open communication between levels of governance; * Share good practice relating to governance structures and contribute to the evaluation of effectiveness to ensure that workload is effectively managed and that unclear delegations and/or the duplication of responsibilities are avoided; and * Identify volunteer training needs and support delivery of training. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * Internal – Maintain excellent working relationships with colleagues within the Governance Support and Development Team and within York Education, particularly the Governance Support Officer with whom they will work to deliver services. Contacts include: Assistant Director (Education and Skills), School Improvement Officers. * External – Provision of advice to MAT Chief Executives/Accountable Officers and senior officers; Headteachers / Principals; Chairs of Boards and Local Governing Committees on a regular basis. Contacts include: MAT Members, Trustees and Governors; Councillors; stakeholder groups. Regular exchange of information with school leaders, volunteers and members of the public orally, in writing or electronically. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  **Discretion:**  This role holds responsibility for ensuring that Multi Academy Trust boards of trustees are aware of the legal frameworks and corporate governance requirements placed upon them and in doing so provides interpretation, advice and guidance or seeks information on behalf of the board.  Tact and discretion are required when intervening during meetings and knowledge and confidence are required to ensure that this is undertaken appropriately and in a way that supports robust, constructive challenge. The role involves a high degree of autonomy and relationship management, and requires use of discretion when working with external partners to ensure confidential limits are respected.  **Consequences:**  Failure to ensure that decision-making boards are compliant may carry significant legal and/or financial implications and an awareness of risk is essential.  This role is within a traded service which relies on strong customer relationships and high standards of service delivery. The professional and technical support provided by the post holder will enhance the reputation of the service and help ensure sustainability; failure to do so may have significant implications for the service. The post holder needs to be able to respond flexibly to the demands associated with a range of reputationally critical and high risk activities which can arise with little, or no, notice, for example, Ofsted inspections of schools, critical incidents in schools etc. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value None | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands – Travel to settings on a regular basis, across York and outside city boundaries. Regular evening meetings, often extending beyond core hours. A flexible approach to time management is essential. Tight deadlines requiring highly organised time management. Attention to detail at all times. Tact and diplomacy. Subject to occaisional supervision, the post holder will undertake a range of regular tasks, some non-routine and complex, with associated deadlines and subject to frequent interruptions and competing demands.Physical demands – Long periods using display screen equipment.Working conditions – No issues.Work context – No issues. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  **Extensive knowledge and understanding of:**   * Key themes of national education policy and the local education context * The legal framework of corporate governance in which boards of trustees operate and the procedures boards need to follow * Roles, responsibilities and accountabilities of a board and its members including lines of delegation as established in constitutional documents * Different governance structures including good practice * Formal accountability and scrutiny processes and the evidence required to meet relevant requirements * Conflicts of interest and ethical behaviour * The role of policies and procedures * Legal duties relating to data protection * Risk and the role of risk registers * The importance of robust, constructive challenge and accountability to stakeholders   **Demonstrates skills and effective behaviours:**   * Excellent interpersonal skills compatible with facilitating effective working relationships with key customers and stakeholders * Sound judgement based on legal compliance and a clear set of values * Ability to advise the board before, during and after a meeting * Ability to support effective governance through the efficient administration of meetings * Strong communication and negotiation skills to enable provision of professional advice and guidance of a sometimes complex and sensitive nature * Ability to capture and record discussion points, decisions and action points from board meetings * Ability to effectively manage documentation and records in accordance with legal duties * Ability to work effectively with the chair and senior leaders * Ability to analyse complex issues and understand their potential impact in order to provide advice and guidance * Time management skills * High levels of literacy and numeracy * Ability to use technology effectively * Ability to rapidly become a proficient user of specialist software * An understanding of confidentiality * A commitment to developing good practice * Self-awareness and a willingness to seek advice when necessary * A commitment to the Nolan Principals of Public Life * A commitment to continuing professional development * Flexibility to attend evening meetings   **Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C2** - Mastery or proficiency - Can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it. Can understand with ease virtually everything heard or read.  This post requires the post holder to undertake an enhanced – child workforce (with barred list check) criminal record check via the Disclosure and Barring Service. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Head of Governor Services (Education)  Other jobs at this level;  Governance Support and Training Manager  Governance Support Officer  THIS JOB  Governance Advisor  Jobs reporting up to this one:  None | | | | | | |