

**BARNET AND SOUTHGATE COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Head of Governance & Corporate Affairs
SALARY:	£65k
HOURS:	Full Time & Flexible
PRIMARY LOCATION:	Any of the College's main sites (Southgate, Wood Street or Colindale)
RESPONSIBLE TO:	Chair through the CEO

Key Purpose:

1. To provide advisory, strategic and administrative support to the Chair, the Board and its committees and working groups, the Executive Leadership Team and the Academic Senior Leadership team
2. To organise the effective administration and proper conduct of meetings of the Board and its committees and working groups and ensure that meetings are conducted in accordance with the Companies Acts, the Corporations' Memorandum and Articles of Association and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time) and the law relating to charities (including the requirements of the Charity Commissioners)
3. To oversee the clerking arrangements and act as Clerk to the Board and its committees and working groups building capacity by coordinating other internal team members to support you in these duties as lead officer.
4. To lead manage and develop an Executive Office and Corporate Governance Team, ensuring high level efficient and effective professional support and administration is provided to the Chair, and members of the Executive Leadership Team.
5. Ensure coordination of reporting, decision making and governance between the Board and the Executive Leadership Team.
6. To be responsible for the curating of a library of College policies and procedures working closely with all relevant managers.
7. To be the Data Protection Officer supporting organisational compliance with data protection, freedom of information and other related legislation.
8. To manage and oversee the administration of the Colleges corporate complaints function.
9. The post holder is accountable to the Chair on all responsibilities relating to the Board,

its committees and working groups; the post holder is to be independent of the Executive Leadership Team and to provide advice that is unbiased and impartial.

Main Duties and Responsibilities

1. *To organise the effective administration and proper conduct of meetings of the Board and its committees and working groups, and ensure that meetings are conducted in accordance with the Companies Acts, the Corporations' Memorandum and Articles of Association and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time) and the law relating to charities (including the requirements of the Charity Commissioners), including:*
 - Give independent guidance on statutory and constitutional matters to the Board, through the Chair.
 - Ensure the scheme of delegation is reviewed and maintained to accurately reflect the regulatory and legal requirements of each Board and/or Committee and taking appropriate action if the Boards, the Chairs or one of the Committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
 - Make available professional advice to the Boards and to individual members of the Boards and Committees.
 - Ensure that Governors are aware of the system for the reimbursement of Governors' expenses.
 - Advise the Governors on governance legislation and procedural matters where necessary before, during and after meetings and act as a first point of contact.
 - Oversee governance legal matters of the Group and to instruct solicitors and other professional advisers as necessary.
 - Inform the Board and/or Committees of any changes to its responsibilities following a change in status or changes in relevant legislation.
 - Offer and provide advice on best practice in governance, including committee structures, training and self-evaluation and assessment.
 - Ensure that statutory policies are in place, and are revised when necessary, with the assistance of managers.
 - Support annual self-assessment and review of the Board, Committees, Chairs and Governors, as appropriate.

2. *To organise the effective administration and proper conduct of meetings of the Board and its committees and working groups to ensure that correct procedures are followed, including:*
 - Advice to the Chair on matters relating to the conduct and activities of the Board, committees and working groups.
 - Formulate with the Chair, CEO & Executive as applicable the agenda, supporting reports and briefing papers and liaising with those members of management or governors who may be required to prepare papers for forthcoming meetings.

- Ensure the safe custody of the official record of the governing body's business.
- Advise on the annual calendar of Board and committees, calling meetings on proper written notice and distributing the agenda and supporting papers.
- Attend and minute the meetings and ensuring with the Chair, CEO and Chairs of committees, that appropriate arrangements are made for continuity in the absence of the appointed clerk.
- Check the quoracy of meetings and ensure accurate recording of attendance at all meetings.
- Ensure the timely publication of agenda, minutes and supporting papers.
- Formulate and monitor with the Chair and CEO and Chairs of committees and working groups as appropriate, action logs that arise from the meetings.
- Prepare for approval by the Chair and CEO and Chairs of committees and working groups as appropriate, terms of reference and rules relating to composition, quoracy, chairing and frequency of Board and Committee meetings in accordance with the Articles of Association and regulatory framework.
- Prepare for approval by the Chair and CEO and Chairs of committees and working groups as appropriate, a written statement of policy regarding attendance at committee meetings.
- Prepare correspondence on behalf of the Chair and CEO and Chairs of committees and working groups as appropriate.
- Oversee the development of a team of Deputy Clerks to support Committee and working group meetings.

3. *To ensure that all appointments to the Board, Committees and working groups have been validly made, including:*

- Advice on the balance of membership, including members' experience and skills required by the governing body and how vacancies might be filled.
- Check on the eligibility of current and prospective members.
- Ensure that all appointments to the Board, committees and working groups have been properly made in accordance with the provisions of the Articles of Association and recorded.
- Provide an induction to new governors and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Advise the Board, committees and working groups on recruitment and succession planning for the Executive Leadership Team.
- Access training and development for the Governors through a skill audit to ensure the correct blend of skills and where necessary seek advice and guidance from third parties on behalf of the Governors in this regard.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Ensure Disclosure and Barring (DBS) checks have been carried out on any Governor when it is appropriate to do so.
- Conduct elections and support the appointment and induction of student and staff Governors.
- Maintain a record of training undertaken by members of the Boards and Committees.

4. *To be responsible for administering those procedures which have been approved by the Board for making certain information available to the public in accordance with the principle of transparency and open accountability, including:*

- Maintain up to date personal biographical and contact details all Governors their memberships, term of office, and inform the Chairs and any relevant authorities of any changes.
- Ensure the College's compliance with the Companies Act and ensure the registration of appropriate documents with the Registrar of Companies for all organisations within the Corporation.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Safeguarding, Equality and Diversity etc.
- Maintain a record of signed minutes of meetings including the accurate attendance of Governors and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Ensure copies of statutory policies and other documents approved by the Boards are maintained and published as required internally and externally.
- Administer procedures approved by the Board to make certain information available to the public in accordance with the principle of transparent and open accountability.
- Maintain a Register of Members' interests.
- Ensure that the Registers and copies of the statutory Memorandum and Articles of Association and all other relevant documents including financial information, are made available for public inspection.
- Maintain a log of requests in relation to data or information under Freedom of Information, GDPR subject access requests and any other requests received from regulatory or government bodies.
- Hold the companies' seals and prepare documentation to be executed under the seal as determined in the Articles of the appropriate company.

5. Other Duties

- Lead, manage and develop an Executive Office and Corporate Governance team ensuring a high level efficient and effective professional support and administration is provided to the Board, Committees and working groups.
- Manage and curate a library of college policies and work with senior managers within the College on policy development and review.
- Develop and oversee arrangements for compliance and best practice with regard to data protection, Freedom of Information and related legislation.
- Develop and oversee the Corporate complaints and whistleblowing procedures.
- Manage specific projects on behalf of the Chair, governors and the Executive Leadership team
- Perform such other tasks as may be determined by the governing body from time to time.

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic

review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

All post holders are expected to comply with all of the College's policies and codes of practice in relation to Equality, Diversity & Inclusivity, Safeguarding, Health & Safety and Quality Assurance.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder and are an indication of the type and level of duties expected of this post. You may, from time to time, be required to work evenings, Saturdays or on a Sunday They do not form part of the post holder's contract of employment.

Person Specification

Head of Governance & Corporate Affairs

	<i>The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes</i>	Essential	Desirable	Likely to be assessed by I: Interview A: Application C: Certificate T: Task
	Qualifications			
1	Educated to degree standard or possess an equivalent professional qualification	X		A,C
2	Possess a professional governance qualification or be willing to undertake one		X	A,C
	Knowledge			
3	Significant knowledge and experience of board and/or committee servicing	X		A,I,T
4	Provision of clerking services in the FE/HE sector		X	A,I,T
5	Understanding the ethical and legal framework affecting the FE Sector		X	A,I,T
6	Good IT skills, and experience of working with relevant software	X		A,I
7	Knowledge of Equality and Diversity, Safeguarding and Health & Safety issues.	X		I
	Abilities / Skills / Experience			
8	Experience of working with and/or advising a non-executive board.	X		A,I
9	Able to interpret and advise appropriately on matters relating to governance	X		A,I
10	Experience of advising non-executive directors/trustees/governors and/or senior staff in areas of expertise	X		A,I
11	Experience of delivering successful project management	X		A,I
12	Experience of committee servicing and an appreciation of the principles of governance	X		A,I,T
13	Willingness to work flexible hours consistent with the requirements of the service, including attending evening meetings	X		I
14	Ability to rapidly assimilate significant amounts of information	X		I,T
15	Ability to work on own initiative and to operate flexibly	X		I,T
16	Ability to establish relationships based on trust with governors, senior managers, and outside agencies	X		I,T

17	Well-developed analytical and problem-solving skills	X		I,T
18	Ability to communicate with external agencies both orally and in writing	X		I,T
19	Well-developed sense of diplomacy, tact and discretion in order to maintain confidentiality on sensitive information	X		I,T
20	Ability to deal effectively with people at all levels internally and externally	X		I,T
21	Ability to produce documentation in an appropriate formal style in good written English.	X		A,I,T
22	Excellent administrative and organisational skills.	X		I,T
23	Ability to gain and sustain confidence and credibility with the Chair, CEO, governors, and senior leaders.	X		I,T
24	Knowledge of current issues and future trends impacting on FE.		X	I,T