



Director of Governance & Compliance

Role Description & Person Specification

Job Title:	Director of Governance and Compliance
Reports to:	Chair of the Trust Board
Remuneration:	£51,971 - £56,145 per annum
Start Date:	September 2021

Role Description

Main duties and responsibilities

1. *To support the efficient and effective operation of the Altus Education Trust Board and its committees, ensuring Board business continues to drive the successful delivery of the Trust's strategic objectives.*
 - To hold the position of Secretary to the Trust Board, Local Academy Councils and relevant Committees.
 - To be responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, board reporting, and ensuring actions are followed up accordingly.
 - To provide strategic governance and policy advice to the Chair and other Trustees, as well as being the first point of contact on Board business.

2. *To lead on maintaining robust corporate governance across Altus Education Partnership, including ensuring the Trust continues to meet its regulatory and statutory reporting obligations.*
 - Advising the Chair, Chief Executive Officer and other Trustees and Directors on key matters of regulatory and statutory importance.
 - Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency.
 - Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as Altus operational procedure.
 - Working closely with the Trust's Senior Leadership Team to maintain currency of format, content and drafting of all statutory reports and annual reviews.
 - Ensuring diverse appointments are made and an appropriate skill-mix is reflected on the Board through maintaining Board membership and managing new appointments and their induction.

- Managing and maintaining the Trust’s risk register and risk management policies in conjunction with the Chief Executive Officer, Chief Financial Officer and the Chair of the Risk and Audit Committee.
- Work in conjunction with legal advisers to the Trust, in ensuring all other regulatory obligations continue to be fulfilled.
- Be custodian of the Articles of Association and Scheme of Delegation.
- Provide advice and guidance to the Chair, Chief Executive Officer, Senior Leadership Team and Trustees as required.
- Provide effective oversight of and plan for the appointment, re-appointment and retirement of Trustees and committee members.

3. To drive the Trust’s development of system leading governance arrangements through ensuring high standards of local challenge and support and enable all layers of governance to function as an effective and coherent whole.

- Ensure a high standard of local academy challenge and support in Altus Education Partnership schools through developing standardised systems of governance and reporting, sharing good practice and identifying where local interventions are necessary.
- Ensure effective communications between local and Trust governance so that information flows efficiently both ways.
- Build proactive and productive working relationships with school leaders, local Chairs, and local governors, and act as troubleshooter for governance issues across all academies.
- Lead recruitment and retention of local governors.
- Lead on embedding the Altus Education Partnership’s governance handbook, code of conduct and local governance terms of reference across the whole Trust.

4. To work collaboratively with other key corporate services of Altus Education Partnership so that governance and policy across the Trust supports and enables the delivery of strategic objectives.

- Support due diligence activity of new academies potentially joining Altus Education Partnership by preparing the schools’ current governing body for conversion/transfer.
- Lead on co-ordination of key policies across the Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies.

People and relationships:

- Develop and maintain effective professional working relationships with the Chair, the Trust Board and Senior Leadership Team.
- Oversee the clerking arrangements at local academy level.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

Personal development:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting academy governance.
- Participate in regular performance management.

Additional services:

The Director of Governance and Compliance may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust Board is required to convene.
- Assist with the elections of parent and staff governors.
- Participate in, and contribute to the training of Trustees in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Trust Board, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new Trustees relevant to vacancies.
- Perform such other tasks as may be determined by the Trust Board from time to time.

Support for the Trust:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the Trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the Trust's ethos, aims and development/improvement plan.
- Undertake personal development through training and other learning activities including performance management as required.

General:

This role description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post and the person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Other:

- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Altus Education Partnership is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your terms and conditions are specified within your contract of employment.

Person Specification

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience of supporting and advising Boards and their committees, with direct corporate governance experience preferably gained within a regulatory environment. • Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation’s strategic objectives. • Strong track record of successfully making strategy a reality, delivering demonstrable improvements to processes and practice. • Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of weakness. • Evidence of successfully building relationships with internal and external stakeholders at all levels in order to implement the highest possible standards of governance practice. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Graduate or equivalent experience. • Ideally have been an academy or school governor, worked closely with school governors and/or academy trustees. 	<p>Desirable</p> <p>Desirable</p>
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the executive and non-executive. • Thorough knowledge of governance in the education sector, including latest MAT best practice, plus DfE and ESFA requirements. • The ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary. • Ability to convey complex information with clarity, including writing concise and effective Board papers. • Excellent planning and organisational skills. • Strong interpersonal skills coupled with high levels of EQ and the ability to act diplomatically and with tact. • Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across the Trust. 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

