

Governor Role Description

Charity / Company / Trust	Hugh Baird Corporation
Role Title:	Governor (Member of the Corporation)
Reports To:	Chair of the Corporation

Principal Accountabilities as a member of Hugh Baird Corporation:

Setting and monitoring the strategic direction, mission and values of the College and ensuring the leadership and accountability of the Principal and Chief Executive and senior managers;

Ensuring that a robust quality strategy is developed, approved and monitored;

Accountable for the stewardship of public funds, including annual approval of estimates of income and expenditure; effective and efficient management of resources to ensure the solvency of the College and the safeguarding of its assets;

Ensuring appropriate arrangements are in place for the appointment, grading, suspension, dismissal, pay and conditions of service of holders of Senior Posts (SPHs), with specific responsibility for the appointment of all SPHs and for setting the framework for the pay and conditions for all other staff;

Act as an ambassador for the College in the wider community

Key Collective Tasks as a Member of Hugh Baird Corporation:

Contribute towards the development and monitoring of the College's strategic plan;

Prepare for, attend and actively participate in Board and Committee meetings and the annual Strategic Planning Conference to assist the Corporation in its strategic oversight of College activities and to monitor the effectiveness of College management;

Be an active member of at least one Committee of the Board and or a link governor for a specific aspect of the curriculum, commercial or business support services;

Participate in appropriate induction and training events as part of the Corporation's commitment to outstanding open governance;

Contribute to the annual self- assessment of leadership and management and governance in particular;

Contribute to the continuous improvement of governance standards by applying external knowledge and expertise to the strategic oversight and decision-making processes of the Corporation;

Demonstrate and promote the highest standards in public life in accordance with the role of charitable trustee; the seven principles of public life as set out in Lord Nolan's Report on Standards in Public Life and the Corporation's Code of Conduct;

Regularly monitor the College's overall performance against key performance indicators;

Attend some public and private events at which stakeholders are present including student awards ceremonies; student and community centred events; shows and exhibitions

Special Features:

Attend evening Board and Committee meetings and the Strategic Planning Conference

The average time commitment for a governor is 6 – 8 hours per month

Meet the Instrument and Articles of Government and the Charities Act eligibility requirements

Miscellaneous:

Responsibility for applying the College's Equal Opportunities Policy in all Corporation business and in your general conduct.

Such other relevant duties commensurate with the role as may be assigned by the Chair of the Corporation in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This role description is designed to offer guidance to potential applicants on the responsibilities of Hugh Baird Corporation and may be reviewed and updated from time to time to ensure it accurately reflects the role to be performed, or to incorporate proposed changes.

Person Specification - Governor

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In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Attributes		Item	Relevant Criteria	How Identified	Essential/Desirable
1	Skills & Abilities	1.1	Ability to work as part of a team to set and monitor strategic objectives for a large organisation	A/I	Essential
			Ability to develop skills to assist the Board in setting and monitoring strategic objectives.	A/I	Essential
		1.2	Ability to absorb and analyse complex information	A/I	Essential
		1.3	Willingness to follow the Governors' Code of Conduct and participate in appropriate training	I	Essential
		1.4	Demonstration of analytical and problem-solving abilities	I	Essential
		1.5	Willingness to become involved in establishing and monitoring an effective course of action for self and others to achieve goals which can be monitored by realistic performance targets	A/I	Essential
		1.6	Competent in the use of Microsoft Word, and Outlook packages,	A	Desirable
2	General & Special Knowledge	2.1	Willingness to develop knowledge of the responsibilities of a charitable trustee / company director	A/I	Essential

3	Education & Training	3.1	Willingness to complete appropriate induction and relevant training and development	A/I	Essential
4	Relevant Experience	4.1	Experience of employer engagement	A/I	Essential
		4.2	Experience of strategic management	A/I	Desirable
		4.3	Industry experience in one of the following areas:		Desirable
			<ul style="list-style-type: none"> • digital • construction and the built environment • health and care • engineering • maritime • legal • audit/accountancy • further education • higher education 		
		4.4	Experience of community development and economic regeneration	A/I	Desirable
		4.5	Experience of working with a Combined Authority or employer groups	A/I	Desirable
5	Special Requirements	5.1	Ability to attend evening meetings	A/I	Essential
Key:	How Identified	A	Application		
		I	Interview		
		T	Test		
		C	Copy of Certificates		
		P	Presentation		