JOB DESCRIPTION	
JOB REF	**VAF**
JOB TITLE	**Executive Director for Governance**
GRADE	Management Point
RESPONSIBLE TO	Chair of Corporation
RESPONSIBLE FOR	As per business needs

COLLEGE VISION, MISSION AND VALUES

"Brilliant Today, Better Tomorrow"

"To ensure learners achieve their brilliant best for themselves, their employers, their communities and the future."

Bravery, Respect, Inspiration, Growth, Hope, Truth, Energy, Nurture

JOB PURPOSE

The Executive Director for Governance is responsible for ensuring that the governing Board operates effectively, within its powers, and in accordance with legal, statutory and regulatory requirements. The postholder will provide independent, high-quality advice and guidance on governance, constitutional, procedural and ethical matters as they affect the Board, its committees and its subsidiaries.

The Executive Director for Governance is a senior post-holder, the independent governance professional to the Corporation, with responsibility for corporate governance, board effectiveness, governor recruitment and development, and the integrity of the governance framework.

They will work closely with the Chair, Principal and Chief Executive, and Senior Leadership Team to ensure the Board supports the College in the successful delivery of its purpose, vision and values, whilst maintaining the highest standards of governance practice.

The postholder will also lead on policy management across the College, maintaining a robust and up-to-date policy framework, and will hold oversight of the College's legal framework, ensuring the organisation operates within all applicable legal, statutory and regulatory requirements. They will serve as the conscience of the Corporation, providing independent, impartial counsel and championing transparency, accountability and continuous improvement in all matters of governance, taking a practical, delivery-focused approach that translates improvements into meaningful change at pace.

The postholder is accountable to the Corporation through the Chair. They will serve as the conscience of the Corporation, providing independent, impartial counsel and championing transparency, accountability and continuous improvement in all matters of governance.

KEY TASKS AND RESPONSIBILITIES

Governance Leadership

- Support the Governing Body and its Committees to operate in accordance with the Instrument and Articles of Government, Education Acts, and relevant legislation.

- Provide independent advice to the Board on the operation of its powers, procedural matters, the conduct of its business, and matters of governance practice.

- Be accountable to the Chair on governance matters, ensuring the independence of the governance professional role is protected and that impartial advice to the Board is not compromised.

- Devise and maintain the College's annual cycle of Board business to ensure statutory and best practice requirements are met.

- Facilitate effective engagement between governance and management, ensuring governors are well-informed and that the distinction between governance and leadership and management is clearly understood.

- Work closely with the Principal and Chief Executive, and Senior Leadership Team to ensure the Board is provided with concise, appropriate and timely reports.

- Ensure the governance structure, membership, schemes of delegation, standing orders, and committee terms of reference remain fit for purpose and are regularly reviewed.

- Draft and maintain all governance statutory documentation on behalf of the Board, including the Scheme of Delegation, Code of Conduct and Standing Orders.

- Promote high standards of conduct, ethical behaviour and corporate governance across all relevant legal, statutory and regulatory requirements.

- Assist in the development of the strategic direction of the College and provide regular sector briefings to the Board.

- Provide guidance to the Board and to governors individually on the implications of policy or regulatory developments, ensuring the Board understands its evolving obligations and can respond appropriately.

Governance Effectiveness

- Lead and facilitate the recruitment and appointment of Governors and committee members, ensuring the Board comprises an appropriate balance of skills, knowledge and experience and that all appointments are made in accordance with the Instrument and Articles of Government.

- Ensure effective induction for new Governors, including access to key documentation, training, briefings, and completion of required checks, including DBS, safeguarding and Prevent training.

- Provide ongoing guidance and advice to Governors on their roles, responsibilities, powers, conduct and development needs, ensuring they are well equipped to discharge their duties effectively.

- Coordinate and manage the administrative aspects of Board and Committee meetings, including agenda preparation, accurate recording of proceedings, and the timely circulation of papers.

- Ensure that minutes, action logs and all associated governance documentation are securely maintained, properly archived and accessible to authorised individuals.

- Maintain secure digital and physical records of confidential material relating to governance responsibilities.

- Maintain and regularly review the Register of Interests for all Governors, ensuring publication in accordance with statutory and transparency requirements.

- Maintain accurate records of Governor attendance and advise where membership may lapse due to non-attendance or disqualification.

- Maintain the governance section of the College website, ensuring information is accurate, current and published with due regard to confidentiality requirements.

- Be responsible for the proper use and safe custody of the Corporation Seal, ensuring documents are duly authenticated and reporting its application to the Corporation.

- Act as Company Secretary to the College's subsidiary companies, ensuring all statutory and regulatory filings and returns are completed accurately and on time.

- Maintain oversight of Board capability through regular skills audits, using findings to inform recruitment priorities, succession planning and Governor development activity.

- Lead and coordinate a structured programme of Governor development, ensuring planned training and support throughout Governors' terms of office.

- Support Student Governors and Link Governors to ensure effective engagement, meaningful participation in Board business and strong connections between governance and College provision.

- Support the Board and its committees in evaluating their effectiveness, including annual self-assessment and independent external review at least every three years.

- Lead the development, implementation and monitoring of a Governance Enhancement or Improvement Plan arising from Board effectiveness reviews, self-assessment activity and external evaluation.

- Maintain records of governance self-assessment against the AoC Code of Good Governance and complete relevant governance-related regulatory returns, including sections of the ESFA Regularity Questionnaire.

- Support the College during external inspection, audit or governance review and respond, as appropriate, to national or regional governance consultations.

- Identify, share and promote effective governance practice, contributing to continuous improvement and to the wider further education governance community where appropriate.

Audit, Risk and Assurance.

- Advise the Corporation on the effectiveness of its governance, risk management and internal control framework.

- Oversee and advise on internal audit arrangements, ensuring they are effective, proportionate and demonstrably independent.

- Support the Audit and Risk Committee in discharging its responsibilities and in obtaining appropriate assurance.

- Ensure effective mechanisms exist for the escalation and resolution of governance and compliance concerns.

Policy Management

- Lead and maintain the College's policy management framework, ensuring all policies are current, consistently presented, and appropriately approved through Board and committees.

- Maintain oversight of the organisation's policy register, ensuring timely review, renewal and implementation of all policies across the College.

- Ensure best practice in the development, presentation and communication of College policies, with compliance to statutory and regulatory requirements.

- Work with senior leaders and curriculum managers to ensure policies are embedded in practice and understood across the College.

- Advise the Board and Senior Leadership Team on emerging policy requirements arising from changes in legislation, regulation or sector guidance.

- Ensure that statutory policies are in place, up to date and fit for purpose, coordinating periodic review with the support of relevant staff.

Legal Framework and Compliance

- Provide governance oversight of the College's legal and regulatory framework, ensuring the organisation operates within all applicable legal, statutory and regulatory requirements.
- Maintain up-to-date knowledge of the legal and regulatory environment affecting further education, including charity law, company law, education legislation, funding conditions and employment law.
- Access and coordinate the services of the College's legal advisors as appropriate, commissioning advice on behalf of the Board and Senior Leadership Team.
- Identify and escalate legal risks to the Principal, Chair and Board, ensuring prompt and proportionate action is taken.
- Support the College to respond to legal challenges, regulatory investigations or complaints involving the Board or governance function.

Data Protection and Information Management

- Liaise with the College's appointed Data Protection Officer to support compliance with GDPR, Freedom of Information legislation and all relevant data protection law.
- Provide support on data protection and freedom of information, working in conjunction with the appointed Data Protection Officer on records management and data retention obligations, supporting the College to meet its statutory obligations.
- Coordinate and oversee responses to freedom of information, subject access and other information requests, ensuring requests are handled lawfully, consistently and within statutory timescales.
- Work with departments across the College to ensure appropriate frameworks, systems and controls are in place to maintain compliance with statutory timescales.
- Oversee the College's data retention, archiving and disposal in accordance with statutory requirements and College Policy.
- Ensure appropriate public access to governance information in accordance with GDPR and College policies.
- Act as the principal point of liaison between the Chair, the Principal and Chief Executive, and Governors, supporting effective communication and acting as the formal correspondent for the Board.
- Support and advise on the production of key corporate publications, including the Annual Report and Accounts, governance statement and Audit Committee Annual Report.
- Liaise with auditors, funding bodies and regulators and other external bodies on governance matters and provide information as required.
- Coordinate and manage governance inputs into partnership working, consultations and engagement with external stakeholders and partners.
- Support Governors' participation and representation at College events and attend national, regional and local events as appropriate.

General Responsibilities

- Be an active and senior member of the College, attending Senior Leadership Team and Executive Management Team meetings as appropriate.
- Promote safeguarding, equality, diversity and inclusion in all aspects of the role.
- Uphold the College values and duties regarding British Values, equality and diversity.
- Take appropriate responsibility for the Prevent Duty and the safeguarding and promotion of the welfare of children and vulnerable adults.
- Undertake any other duties as may reasonably be required by the Corporation, consistent with the post.

OTHER RESPONSIBLITIES

In common with all other employees of Boston College, the post-holder is expected to:

- Perform duties to a high standard and ensure that quality assurance processes are implemented successfully, particularly those relating to their own role.
- Positively contribute to a safe learning and working environment, ensuring compliance with health and safety policies and procedures.
- Take personal responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, ensuring compliance with safeguarding and Prevent policies and procedures.
- Participate in, and make an appropriate contribution to, the College's planning, review and improvement processes.
- Take a proactive role in maintaining high standards of learner behaviour and conduct.
- Contribute to the development and delivery of the College's strategic plan, including its 5 Pillars, and to the achievement of agreed objectives.
- Actively promote and evidence impactful activity that advances equality, diversity and inclusion.
- Keep up to date with issues affecting the role and participate in appropriate staff development.
- Undertake any other duties commensurate with the level and responsibilities of the post, as agreed with the Principal & Chief Executive.
- It is everyone's responsibility to abide by college policies and standards.

TERMS AND CONDITIONS	
CONTRACT	Permanent: 0.8; 29.6 hours per week; 52 weeks per year
PENSION	Local Government Pension Scheme
HOLIDAY	Pro-rata to 37 days per year, plus bank holidays and discretionary days
PROBATION	New appointees will be subject to a 6 months' probationary period
DISCLOSURE	All employment offers are subject to satisfactory fully funded enhanced DBS check, references, medical clearance, qualifications and mandatory training.
WORKING TIMES	Normal full-time working hours are 8.45 am to 5.15 pm Monday to Thursday, 8.45 am to 4.45 pm Friday (with 1-hour unpaid break). Flexibility is required and will include occasional evening working to attend Board and Committee meetings.
COMMITMENT TO SAFEGUARDING	
Boston College is committed to providing a safe and secure environment for all learners.	

boston:college

PERSON SPECIFICATION Executive Director for Governance				
Criteria	**Essential or Desirable**		**Assessment Method**	
			A	**AC**
TECHNICAL & PROFESSIONAL QUALIFICATIONS	**E**	**D**		
Degree and/or relevant qualification	E		✓	
Level 2 (or equivalent) in English and Maths	E		✓	
A recognised governance qualification (e.g. Chartered Governance Qualifying Programme, CGI Chartered Secretary) or willingness to work towards one Or A qualification relevant to the governance professional role, such as: the Education and Training Foundation's qualification for governance professionals; a certificate in charity law and governance; a legal or para-legal degree or diploma; or an advanced corporate governance qualification.		D	✓	
A Management Qualification		D	✓	
EXPERIENCE AND KNOWLEDGE				
Significant experience of working as a governance professional, Clerk to a governing body, Company Secretary	E		✓	
Where a formal governance qualification is not held, equivalent experience must include governance roles in one or more of the following settings: FE colleges, academy trusts, universities or other large charities; public bodies such as NHS trusts; or professional body concerned with standards in governance practice	E		✓	
Demonstrable experience of providing high quality, impartial and independent governance advice to a board or senior body	E			✓
Experience of administering Board and committee meetings including agenda preparation, minuting and action tracking	E		✓	
Experience of managing and reviewing governance documents including Instruments and Articles, Schemes of Delegation, Codes of Conduct and Standing Orders	E		✓	
Experience of governor recruitment, induction and development	E			✓
Strong knowledge of corporate governance frameworks and requirements in the FE or education sector, including the AoC Code of Good Governance	E			✓
Knowledge of data protection guidance and legislation, including GDPR and Freedom of Information	E		✓	
Experience of supporting self-assessment, board effectiveness reviews or external governance inspections	E		✓	
Significant understanding of safeguarding and EDI in education	E			✓
Experience of leading or managing a policy framework, including oversight of a policy register and coordination of policy review and approval	E			✓
Demonstrable knowledge of the legal framework applicable to further education, including charity law, education legislation, funding body obligations and regulatory requirements	E		✓	✓
Experience of accessing and managing legal advisors and commissioning legal advice on governance matters		D		✓
Knowledge of charity law, company secretarial duties and regulatory compliance		D		✓
Experience in an FE or post-16 education setting		D		✓
PERSONAL ATTRIBUTES				
Highly developed interpersonal and communication skills with the ability to build credibility with Board members, the Executive and external stakeholders	E			✓
Ability to take a practical, action-focused approach that delivers real improvements at pace	E		✓	✓
Excellent written skills including the ability to produce high quality minutes, reports and governance documentation	E		✓	✓

	Essential or Desirable		Assessment Method	
			A	AC
PERSONAL ATTRIBUTES CONTINUED				
Diplomatic, independent and operating with the highest probity, integrity and discretion	E			✓
Ability to provide impartial and independent advice, operating with sound and confident judgement	E			✓
Strong organisational, planning and time management skills with the ability to prioritise effectively and meet deadlines	E		✓	✓
Flexible and pragmatic approach, including willingness to work occasional evenings for Board and Committee meetings	E		✓	
Commitment to safeguarding, equality, diversity and inclusion	E			✓

Assessment Criteria: A = Application, AC = Assessment Centre