



POST TITLE: Head of Governance and Compliance

GRADE: N10

RESPONSIBLE TO: Deputy Chief Operating Officer and Company Secretary

JOB PURPOSE:

To work with the Chair of Trustees, the Trust Executive Leadership Team and the schools' senior leadership teams to design, implement and secure the highest quality governance across the Trust;

To develop the infrastructure to facilitate seamless reporting mechanisms between the CEO and the Board of Trustees by leading on strong assurance, accountability and regulatory compliance;

To support the Chair of Trustees and the CEO in ensuring the smooth functioning of the Board and related committees and to support the leaders of the Trust in governing it well.

MAIN DUTIES:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

The Head of Governance and Compliance will have responsibility for developing the Gosforth Group governance and compliance framework, and will demonstrate a strong understanding of the Trust's governance structure, constitution, procedures, schemes of delegation and other key documents; ensuring governance is delivered in line with these.

Key areas of accountability:

Governance management

- Provide advice and support to the CEO, Chair of Trustees and Company Secretary on all aspects of corporate governance, regulation and effective business conduct for the organisation, ensuring the highest standards of probity
- Responsible for ensuring the Trust complies with relevant legal, constitutional and regulatory requirements associated with the governance of the multi academy trust, ensuring the effective operation of corporate governance supporting the board of trustees, its sub-committees and academy advisory groups

- Facilitate the strategic development of governance across the Trust working closely with the Chair and Company Secretary taking the lead on developing new systems and effective ways of working and leading specific governance projects
- Provide professional advice and guidance in the development of policies and processes to ensure the effective operation of Gosforth Group governance structures
- Organise, manage arrangements, and clerk board and committee meetings through the preparation of annual meeting schedules, business cycles, agenda and reports, and minutes of meetings; ensuring follow up actions are completed and appropriate reports and advice are presented to members, trustees and academy advisors
- Lead on arrangements for support to Academy Advisory Groups through the negotiation, acquisition and implementation of local authority governance support services and contracts
- Responsible for the compilation and publication of statutory information in relation to members, trustees and academy advisors, including pen portraits, the register of business and pecuniary interests, and annual governor attendance records, ensuring information is published on the Trust's and appropriate HM government websites
- Ensure that the Trust board and committee meetings are properly constituted and organised with clear terms of reference, formulating agenda with the Chair, collating and distributing all papers and ensuring draft minutes are distributed in a timely manner

Compliance framework

- Ensure the organisation and management of governance and board meetings comply with statutory and regulatory requirements and reflect the Trust's protocols and policies on governance, including having oversight of accurate and timely governance records and controls.
- Ensure that non-meeting related governance is also compliant with all relevant government legislation, Charity Commission, and DfE/ESFA requirements, including the Academy Trust Handbook
- Oversee the development and review of the governing documents, policies and procedures in compliance with legislation, constitutional or regulatory requirements and current best practice
- Develop, manage and maintain the Trust's risk register and risk management policies in conjunction with the CEO, Chief Operating Officer and Company Secretary
- Be custodian of the Trust's Articles of Association, Scheme of Delegation and funding agreements, working in conjunction with legal advisors to the Trust, in ensuring all regulatory obligations are fulfilled
- Responsible for the development and maintenance of the Trust's Governance Handbook and governance cycle, ensuring its alignment with strategic and operational planning requirements

- Support due diligence activity of new academies joining Gosforth Group, especially in relation to conversion and transfer of governance and compliance arrangements
- Lead on the 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
- Development and maintenance of a Trust policy schedule, policy compliance tracker, and quality assurance processes to ensure policy documents meet the required standards
- Responsible for managing the recruitment and induction of new representatives to the Trust's governing boards, promoting diversity, ensuring the Trust's skills mix is properly maintained and gaps are addressed, and ensuring that appointments are compliant; acting also as the lead on DBS disclosure checks for all in governance
- Lead on the organisation, implementation of governance elections, ensuring the highest standards of conduct and compliance with the Academy Trust Handbook
- Ensure governance and policy information is accurately published on the Trust and school websites and is compliant with statutory requirements
- Ensure that all statutory registers are maintained and regulatory returns are completed and submitted to the Trust's regulatory bodies, including the maintenance and filing of Trust records with Companies House and the DfE

PERSON SPECIFICATION – Head of Governance and Compliance

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<p>Skills, knowledge and aptitudes</p>	<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of governance and compliance • Practical knowledge, understanding and application of data protection principles • Ability to establish strong working relations with a range of internal and external stakeholders, especially at senior leadership and board level • Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative • Strong listening, verbal and written communication skills, including proficient skill in governance minute taking • Proficient IT skills including word processing, using spreadsheets and presentation applications (Microsoft Office) 	<ul style="list-style-type: none"> • Strong knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education 	<ul style="list-style-type: none"> • Interview • Application form • References
<p>Qualifications and training</p>	<ul style="list-style-type: none"> • First degree in an appropriate discipline, or significant relevant professional experience • Evidence of relevant, recent continuing professional development 	<ul style="list-style-type: none"> • Successful completion (or evidence of registration) of a governance clerking development programme • Chartered Governance Professional 	<ul style="list-style-type: none"> • Application form • Interview • References • Qualification certificates

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience of managing and delivering organisational governance and compliance • Extensive experience of supporting and advising boards and their committees, with direct corporate governance experience preferably gained in a regulatory environment • Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver the organisation's strategic objectives • Experience of establishing strong relationships across a range of stakeholders 	<ul style="list-style-type: none"> • Working within DfE's clerking competency and governance competency frameworks • Track record of using sector good practice and collaboration with professional networks to inform and develop services 	<ul style="list-style-type: none"> • Application form • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Flexible, adaptable and willing to meet the needs of the Trust • Confident, conscientious and detail conscious • Excellent organisational skills • Highly developed interpersonal skills • Ability to work under pressure with limited supervision • Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders 	<ul style="list-style-type: none"> • Interest in, and commitment to the Trust as a community. 	<ul style="list-style-type: none"> • Interview

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<p>Special requirements</p>	<ul style="list-style-type: none"> • Satisfactory Enhanced clearance with the Disclosure and Barring Service • Occupational Health clearance • Willing and able to travel to academies across the trust and to flex working hours to attend and support governance meetings and events that fall outside of normal working hours 	<ul style="list-style-type: none"> • Willingness to undertake further training if necessary 	<ul style="list-style-type: none"> • Interview • References • DBS clearance form • Occupational Health form