

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST TITLE: GOVERNANCE ADVISER AND CLERK TO THE CORPORATION

REPORTING TO: THE CHAIR OF GOVERNORS

Main purposes of post:

To act as an adviser to the Corporation and to manage all matters relating to governance. In particular, to ensure appropriate advice and support is provided, to enable Board members to carry out their roles and responsibilities effectively to ensure the ambitions for the College to be outstanding are achieved.

Main Responsibilities:

1. To be proactive and innovative in ensuring that governance and Board processes continually improve and contribute effectively to the strategic leadership of the College, thus improving the experience and success of students.
2. To ensure governance process is compliant with, and where possible, exceeds the requirements of the FE and HE Codes of Governance and meets the relevant legislative requirements.
3. To support governors as appropriate to enable them to carry out their roles with confidence and impact, including the provision of the induction and training programmes, as appropriate.
4. To develop strong and productive working relationships and facilitate communication between the Chair, Vice Chair, Principal and Senior staff.
5. To promote governor behaviour that demonstrates the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
6. To provide independent, high quality guidance on statutory, constitutional, operational, procedural and ethical issues.
7. To ensure the Corporation receives appropriate information relating to the strategic performance of the College particularly with regard to academic and financial matters.
8. To ensure, with the College Senior Staff, that the Corporation is made aware of key government and sector initiatives and prepare briefings as appropriate.
9. To facilitate the engagement of Corporation members with key stakeholder groups i.e. students, staff and employers.
10. To ensure compliance with all legal, statutory and public obligations, including the Instruments & Articles of Governance and specifically in respect of:
 - appointment and renewal of members
 - all rules and guidance notes for all aspects of the Corporation and Committees work including standing orders and terms of reference
 - maintenance of registers of interest
 - use of College Seal

Main Responsibilities (continued):

11. To be responsible for the conduct and administration of meetings of the Corporation and its Committees and specifically:

- preparation of meeting schedules
- timely preparation and distribution of notices of meetings, agendas, papers and reports
- organisation and arrangements for meetings including taking minutes, obtaining approval and circulation thereof
- maintaining minutes and records in accordance with statutory requirements and best practice
- overseeing appropriate follow up of actions.

12. To take responsibility for ensuring that ongoing personal development takes place and best practice is shared with the Corporation and Senior Staff.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

The post will be based at the North Street site but the duties of the job may require the post holder to work at any College Centre or other location connected with the work of the College.

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature:
Issue No: 2	Ref: Governance Adviser and Clerk to the Corporation

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PERSONNEL SPECIFICATION

POST: GOVERNANCE ADVISER AND CLERK TO THE CORPORATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience in providing independent advice and guidance on the conduct of business, governance and compliance in the Education Sector.	Experience of FE and/or HE in a management or governance capacity	Application Form
EDUCATION & TRAINING	An honours degree or equivalent.	<ul style="list-style-type: none">• Relevant professional qualification e.g. ICOSA• Evidence of CPD	Application Form & Examination Certificates
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">• Excellent organisational skills.• Excellent verbal and written communication skills.• Excellent interpersonal skills.• Excellent report writing and analytical skills.• Excellent advisory and influencing skills.• Ability to effectively use IT to support the job role.	Knowledge of the Further and Higher Education sector and the issues facing it.	Application Form & Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Proactive and innovative in approach. • Flexibility in order to achieve the requirements of the post. • Ability to place the students and stakeholders at the centre of governance processes. • Professional integrity. • A commitment to undergo further training or development as or when appropriate. • The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments. 		Application Form & Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.