



## **JOB DESCRIPTION**

**POST TITLE: DIRECTOR GOVERNANCE**

**REPORTING TO: THE CHAIR OF GOVERNORS**

### **Main purposes of post:**

To act as 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 approved Code of Good Governance and meets relevant legislative and statutory 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.**

<b>Date:</b>	<b>March 2023</b>	<b>Signature:</b>
<b>Issue No:</b>	<b>3</b>	<b>Ref: Director of Governance</b>

**PERSONNEL SPECIFICATION**

**POST: DIRECTOR OF GOVERNANCE**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE	HOW IDENTIFIED
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Relevant experience in providing independent advice and guidance on the conduct of business, governance and compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of FE and/or HE in a management or governance capacity</li> </ul>	Application Form
<b>EDUCATION &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>Relevant degree and/or professional qualification e.g. The Chartered Governance Institute (formerly ICSA), law, accountancy, audit, public administration, business management.</li> <li>Evidence of CPD</li> </ul>	<ul style="list-style-type: none"> <li>Chartered Secretary status or holder of similar relevant qualification/working towards Education and Training Foundation qualifications</li> </ul>	Application Form & Examination Certificates
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent organisational skills with the ability to prioritise a complex and conflicting workload.</li> <li>Excellent verbal and written communication skills.</li> <li>Strategic thinker</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Further and Higher Education sector and the issues facing it.</li> </ul>	Application Form & Interview

	<ul style="list-style-type: none"> <li>• Effective relationship builder with a variety of stakeholders, demonstrating strong interpersonal skills.</li> <li>• Excellent report writing and analytical skills.</li> <li>• Excellent advisory and influencing skills with confidence to interpret and apply legislation and guidance.</li> <li>• Ability to effectively use IT to support the requirements of the role.</li> <li>• Ability to act with detachment and impartiality in order to serve the best interests of the Board.</li> <li>• Professional integrity and a respect for confidentiality.</li> <li>• Proactive and innovative in approach</li> </ul>		
<b>ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Flexibility in order to achieve the requirements of the post.</li> <li>• Ability to place the students and stakeholders at the centre of governance processes.</li> <li>• Commitment to undergo further training or development as or when appropriate.</li> </ul>		Application Form & Interview

	<ul style="list-style-type: none"><li>• Commitment to the Nolan Standards of Public Life</li><li>• Commitment to Equality, Diversity and Inclusion</li><li>• 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.</li></ul>		
--	---	--	--