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# Head of Corporate Governance and Policy

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## External Vacancy

**Post Ref: 6026. Part time (0.8 FTE) 29.6 hours per week (with the potential to increase to full time). Permanent. £39,390.00 per annum, pro rata.**

**Attractive benefits for this post include 35 days' annual leave per year plus bank holidays pro rata and the opportunity to join the Local Government Pension Scheme.**

We are offering an exceptional individual the chance to join our award winning College, and the largest multi-campus Further Education provider within the North East. This is a role for a proven governance/ policy professional to work with the Chair and the Executive Leadership Team to shape our future.

You will be working with a vibrant Board and a skilled chair, Rob Lawson, who has led a talented team of governors recognised by Ofsted as having the 'necessary range of skills, experience and expertise to challenge senior leaders and support the College effectively'<sup>1</sup>.

You will also work closely with the Principal / Chief Executive and Executive Leadership team as they lead forward with the College's aspirational and ambitious Strategy Plan 2018-2022, alongside a culture that place students *and* people at the heart of everything we do.

Sunderland College is a Further and Higher Education College with campuses located across the Sunderland area and Hartlepool. Delivering education and training to c13,500 students ranging in age from 14-16, 16-18, and 19 years and above, curriculum spans all education routes including GCSEs and A levels, professional and technical education, apprenticeships, higher education and commercial.

The successful candidate must be self-assured and confident with first class interpersonal, communication and administrative skills. We are seeking a high performing professional, capable of building authentic relationships with others and placing high value on respect, integrity, standards, compliance and a desire to impact positively upon continued improvement.

Knowledge and understanding of outstanding governance, policy development and robust data protection regulations and principles are essential.

This role has a dual reporting relationships:

*-Directly to the Board for Corporate Governance and the management and conduct of meetings, providing professional advice in accordance with statutory, legal and best practice requirements.*

*-Directly to the Principal and Chief Executive for policy oversight.*

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<sup>1</sup> <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/131347>



The ability to work independently on a daily basis and maintain an understanding of policy developments within the FE sector is a given. It is envisaged that previous experience in the FE sector will be a distinct advantage although a background in effective governance and policy in non-educational organisations will be also considered.

For this post applicants should be able to demonstrate in their personal statement practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. Sunderland College is a strong advocate of diversity and welcomes applications from all suitably qualified persons.

To find out more about this opportunity please contact Sara White PA to the Principal and Chief Executive: [sara.white@sunderlandcollege.ac.uk](mailto:sara.white@sunderlandcollege.ac.uk) or 0191 511 6001.

For details on how to apply please visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies) or alternatively email [vacancies@sunderlandcollege.ac.uk](mailto:vacancies@sunderlandcollege.ac.uk) or call 0191 511 6046 to request an application pack.

**All applications must be received by 12 noon on Wednesday 15 August 2018**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

## Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

<b>Post Title:</b>	Head of Corporate Governance and Policy
<b>Post Reference:</b>	6026
<b>Department:</b>	Governance
<b>Grade:</b>	Spot Salary (£39,390 per annum – pro rata)
<b>Contract:</b>	Permanent, Part time (0.8fte) with potential to increase to 1fte
<b>Responsible to:</b>	Chair of Board of Governors
<b>Location:</b>	Any College Campus

### PRINCIPAL DUTIES:

**Governance:** The post holder:

1. Is a senior member of the College team who manages and delivers the effective operation of the Corporation.
2. Reports directly to the Board, through the Chair with a dotted line report to the Principal/Chief Executive (the post holder must be adept at maintaining an excellent and authentic relationship with the Chair and Principal/Chief Exec).
3. Is responsible to the Corporation for ensuring that their proceedings are conducted in accordance with the provisions of the statutory Instrument and Articles of Government, the Charities Act, the Education Acts (as modified or replaced from time to time) and the general law.
4. Devises the Corporation cycle of business to ensure that statutory and best practice requirements are met and that the Board supports the College in successful delivery of its vision, mission and values.
5. Advises the Board to ensure that they act within their powers and that they discharge their duties.
6. Works closely with the Principal/ Chief Executive and management team to provide the Board with concise and appropriate reports to enable them to act effectively and efficiently.

**Policy:** The post holder:

1. Sets up and maintains oversight of the organisation's policy register, quality, privacy impact assessments, and timeliness of policy renewal, ensuring consistency and standards in policy presentation and approval.

2. Provides advice, guidance and information to the organisation and those processing information with regard to data protection obligations.
3. Works with departmental experts across the College to ensure systems and controls are in place to protect compliance with General Data Protection regulations and any other relevant legal requirements.

## MAIN DUTIES:

### 1. The Conduct of Corporation Meetings: The post holder:

- 1.1 Organises the proper conduct of meetings of the Corporation and their committees, and ensures that correct procedures are followed, including:
- 1.2 Attends and minutes meetings of the Corporation and its committees and ensures with the Chair that arrangements are made for continuity in the absence of the appointed Head of Corporate Governance and Policy.
- 1.3 Adheres to robust and high quality administrative standards to ensure the protection of confidential information as appropriate.
- 1.4 Checks and ensures quoracy of the meetings.
- 1.5 Ensures the timely publication of agendas, draft minutes (when approved by the Chair), retaining statutory signed minutes and supporting papers.
- 1.6 Keeps governance under review including reviewing the structure of governance, preparing, for approval by the Corporation, Standing Orders, Code of Conduct and committee terms of reference and rules relating to composition, quoracy, chairing and frequency of committee meetings as laid down in the Instrument and Articles of Government.
- 1.7 Leads self-assessment with and on behalf of the Governing Body including supporting the Governing Body to achieve a self- assessment of 'outstanding'.
- 1.8 Investigates complaints under the Public Interest Disclosure policy.
- 1.9 Facilitates appeals and hearings that may result from the policies of the College that involve Governors, including the provision of advice and guidance to the Panel and the preparation of decision notices.

### 2. Appointments: The post holder:

- 2.1 Ensures that all appointments to the Corporation and committees have been properly made in accordance with the provisions of the statutory Instrument of Government and resolutions.
- 2.2 Prepares and issuing Letters of Appointment for newly-appointed Members.
- 2.3 Gives advance notification to the Corporation of expected vacancies.
- 2.4 Notifies the Corporation of all actual vacancies.
- 2.5 Ensures Lead Governor roles are appointed to and working to the best possible advantage as required in the relevant role descriptions.
- 2.6 Issues and receiving on behalf of the Corporation notices relating to members.
- 2.7 Ensures that new Governors receive effective induction.
- 2.8 Maintains a register of interests of members.

### 3. Advice, Guidance and Support: The post holder:

- 3.1 Provides guidance and support to the Corporation and their committees on corporate governance issues.
- 3.1 Gives independent guidance on statutory and constitutional matters to the Corporation.
- 3.2 Assists in the development of the strategic direction of the college.
- 3.3 Supports Governor Challenge and support inside and outside Corporation and Committee

- meetings.
- 3.4 Makes available professional advice to the Corporation and to individual Corporation Members.
  - 3.5 Provides regular briefings to the Corporation on current issues in the sector.
  - 3.6 Advises on proposed collaborations, mergers, acquisitions or federated arrangements.

**4. Governor Training:** The post holder:

- 4.1 Plans and makes training opportunities available to Corporation/ members, including:
- 4.2 Plans, coordinates and ensures timely delivery of an outstanding Governor Induction.
- 4.3 Undertakes from time to time, an audit of Governor Skills, and makes recommendations to the Corporation and appropriate committees for appointments.
- 4.4 Ensures Governors aware of any requirements on Corporation Members to undertake training and ensures 100% completion (essential, additional and refresher training).
- 4.5 Leads Governor Development activities.

**5. Corporation Effectiveness:** The post holder:

- 5.1 Supports the Corporation in evaluating their own effectiveness.
- 5.1 Leads the process of annual self-assessment.
- 5.2 Provides mechanisms for assessment of Committees.
- 5.3 Provides assessments for the Board, individual members and the Chair.
- 5.4 Supports the Corporation during external inspection or review.
- 5.5 Arranges for independent evaluation of the work of the Corporation where appropriate.
- 5.6 Responds on behalf of the Corporation to national or regional consultations on governance issues.

**6. Policy:** The post holder:

- 6.1 Ensures that the organisation has a robust policy and procedure framework.
- 6.2 Sets up, maintains oversight and monitors the College's policy and procedures framework, including the timely completion of new and refreshed policies.
- 6.3 Ensures best practice in the development and presentation of cross College policies and procedures with compliance to statutory and best practice requirements as appropriate.
- 6.4 Ensures appropriate approval of policies and procedures through relevant boards and committees.
- 6.5 Reports to the Senior Leadership Team bi-annually, providing oversight of organisational policies and procedures

## **GENERAL RESPONSIBILITIES**

**7. General Responsibilities:** The post holder:

- 7.1 Maintains the Governance area of the College's web site ensuring accuracy of published information and meticulous attention to protecting confidentiality at all times.
- 6.1 Manages governance activity and inputs into partnership working, mergers, consultation with stakeholders etc that the College may be involved in.
- 6.2 Attends SLT/ executive meetings as appropriate.
- 6.3 Attends national, regional and local events as appropriate.

- 6.4 Ensures Governors participation and representation at College events.
- 6.5 Ensues that Governors have effective dialogue with students and staff.
- 6.6 Takes appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 6.7 Upholds British Values, the college values and responsibilities with regard to equality and diversity.
- 6.8 Understands and adheres to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 6.9 Travels to other locations to attend meetings and meet with the teams when required.
- 6.10 Works at any of the College sites on a temporary or indefinite basis.
- 6.11 Undertakes such duties as are reasonably allocated, appropriate to the grade of the post.

## Person Specification

**Post Title: Head of Corporate Governance and Policy Post reference: 6026**

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<b>Qualifications:</b>  ICSA chartered status and full membership.  A higher education qualification at levels 4 or above.  A good level of secondary level education including English and Maths.		✓  ✓
<b>Knowledge and understanding of:</b>  Provisions within the statutory Instrument and Articles of Government, the Charities Act, the Education Acts (as modified or replaced from time to time) and general law.  The Further and Higher Education sector and external influences impacting upon organisations.  Governance in the context of collaborations, mergers, acquisitions and/or federated arrangements with success.  Best practice Governor induction and self-assessment.  OFSTED and QAA requirements for effective Governance and how to support Governors for inspection, review or any other external scrutiny.  Safeguarding, PREVENT and the promotion of the welfare of children and/or vulnerable adults.  Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓      ✓   ✓   ✓   ✓	✓

Experience of		
Serving as a senior member of a College team managing and delivering the effective operation of a College's Corporation.	✓	
Reporting directly to the Board, through the Chair with a dotted line report to the Chief Executive.	✓	
Providing clerking services within a Good or Outstanding educational provider and/or working within policy development.	✓	
Devising cycles of business to ensure that statutory and best practice requirements are met and a Governing Body supports the College in the successful delivery of its core business, vision, mission and values.	✓	
A strong track record of organising and ensuring the proper conduct of Corporation meetings and their committees, and ensuring that correct procedures are followed.	✓	
Working closely with the Chief Executive and management team to provide a Governing Body with concise and appropriate reports to enable them to act effectively and efficiently.	✓	
Investigating complaints under the Public Interest Disclosure policy.	✓	
Facilitating appeals and hearings that may result from the policies of the College that involve Governors, including the provision of advice and guidance to the Panel and the preparation of decision notices.	✓	
Ensuring all appointments to the Corporation and committees have been properly made in accordance with the provisions of the statutory Instrument of Government and resolutions.	✓	
Providing best practice guidance and support to the Corporation and their committees on a wide range of corporate governance issues including guidance on statutory and constitutional matters, strategy	✓	



development, and governor challenge.		
Overseeing, leading and delivering Governor development activities including an outstanding Governor induction programme.	✓	
<b>Disposition</b>		
Self-assured and confident, with first class interpersonal, communication and administrative skills.	✓	
A high performing professional, capable of building authentic relationships with others and placing high value on respect, integrity, confidentiality and a desire to impact positively upon continued improvement.	✓	
Able to perform consistently with the College's values and interacts in a way that reflects positively on the College, both inside and outside.	✓	
Uphold British values, the Colleges values and responsibilities with regards to equality and diversity.	✓	
Driven by attaining and upholding high standards of performance of self and others.	✓	