

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Senior Governance Officer

1	Knowledge/Experience	Assessed At
1.1	ESSENTIAL Knowledge of formal conduct of committee business, including legal and financial framework.	A/I
1.2	Recent experience of servicing committees as Clerk/Secretary including note/minute taking.	A/I/P
1.3	Recent experience in effectively organising and scheduling tasks to meet deadlines.	A/I
1.4	Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	A/I/P
1.5	Suitable to work with young people and vulnerable groups.	A
1.6	Willingness and commitment to continuous professional development/ further training as required, e.g. ICSA / role of Company Secretary.	A
1.7	DESIRABLE Recent experience of working with a College/School or similar organisation in a Governance role.	A
2	Qualifications	Assessed At
2.1	ESSENTIAL Possess as a minimum a Level 4 qualification (or equivalent professional experience)	A
2.2	English and Maths at Level 2 (GCSE/O Level, Grade C or above) or equivalent	A
2.3	DESIRABLE Degree qualification or possess a relevant professional qualification e.g. ICSA.	A
3	Skills	Assessed At
3.1	ESSENTIAL A proven track record of being able to prioritise and organise own work.	A

3.2	Excellent oral and written communication skills	A/I/P
3.3	Demonstrate the ability to work effectively with others.	A/I
3.4	A commitment to resolving problems and to improving own performance.	A
3.5	Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers.	A
3.6	Able to use I.T. e.g. Microsoft Office, word, excel, outlook etc.	A/I/P
3.7	Ability to remain impartial	A
3.8	DESIRABLE Ability to interpret legislation and other legal documents	A/I
4	Special Requirements	
4.1	Essential Availability to work flexibly, including evenings/weekends when required.	A
4.2	Ability to drive and have clean licence or have access to mobility support.	A
4.3	Be able to maintain confidentiality	A
4.4	DESIRABLE Knowledge of data protection legislation	A
4.5	Political Awareness	A/I

Key: Assessed at
A – Application Form
I – Interview
P – Presentation
T - Test