**Smart Multi-Academy Trust**

**Governance Officer – Job Description**

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| Post Title | Governance Officer |
| Evaluation | Points – 25 - 29 |
| Grade | N7 |
| Salary | £30,095 - £33,486 (current rate, subject to any inflationary award 2022/23) |
| Hours | Permanent, full time (37 hours per week) |
| Location | Central Office and working from home, with required travel to school locations |
| Responsible To | Chief Executive Officer |
| Job Purpose | To provide advice and guidance on governance, constitutional and procedural matters for Smart Multi-Academy Trust (referred to as “the Trust”). The post-holder will be required to support a range of governance activities from clerking strategic leadership meetings, and giving oversight and guidance on procedures and areas of compliance.  |

**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.

**General**

1. Support the Central Office functions of the Trust in all areas of governance and compliance.
2. Effectively manage information in accordance with legal requirements for the Trust.
3. Work collaboratively between the Smart Board of Trustees (“TB”), our schools’ Smart Local Governing Boards (“LGB”) and central team.
4. Support and promote the trust vision and values.
5. Act in accordance with trust policies including Health and Safety, Safeguarding, Data Protection and Equality and Diversity.
6. Engage actively in training and development, appraisal and other activities to keep up to date with local or national developments in education and improve performance.
7. To promote a positive culture and awareness around ‘Keeping Children Safe in Education’ and adhere to the Academy Trust’s safeguarding policies and procedures.

**Governance**

1. Act as the governance professional for the trust and:
* Support the efficient administration of meetings; ensuring meetings are quorate, the preparation for draft agendas, minutes and following up on agree actions.
* Act as clerk to trust board and committees, including the local tier, and committees convened for complaints or exclusions.
* Provide guidance to ensure that the TB/LGB works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.
* Advise on procedural matters relating to the operation of the TB/LGB.
* Advise the TB/LGB on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance.
* Advise the TB/LGB on relevant legislation and procedural matters where necessary before, during and after meetings.
* Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the TB/LGB.
* Inform the TB/LGB of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
* Advise the TB/LGB on the regulatory framework for governance (relevant acts and regulations, DfE recommendations and guidance, Articles of Association, funding agreement and Academy Trust Handbook).
* Offer advice on best practice in governance, including committees of the trust board.
* Develop governance resources to support governance volunteers to be effective in their roles.
* Research and produce a termly newsletter for governance volunteers.
* Develop and maintain the annual calendar of TB/LGB meetings and tasks.
* Induct new trustees/members/governors and ensure they have access to appropriate documents, including Code of Conduct.
* Advise the TB/LGB on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the school and trust websites, as per statutory guidelines.
* Act as company secretary

**Membership**

1. Lead on governor recruitment of non-elected governors.
2. Develop and maintain membership records and;
* Advise TB/LGB where appropriate, in advance of the expiry of a trustees/members/ governors’ term of office and the impact of this on the TB/LGB’s capacity and skills mix.
* Establish, in discussion with the TB/LGB, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner.
* Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
* Collate and maintain information about trustees/members/governors such as any pecuniary interests and confidentiality agreements and publish business and pecuniary interest on the trust and school websites.
* Maintain TB/LGB meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
* Assist with the elections of trustees/members/governors.
* Conduct TB/LGB skills audits and advise on training requirements.
* Maintain membership details on the government database, Get information about schools.
* Maintain membership to subscribed resources, updating membership and changing details as required.

**Polices**

1. Develop and maintain systems to oversee policy management, ensuring policies are reviewed and approved timely.
2. Provide support to policy development and lead on specific policies, e.g. Complaints, Admissions and ensure policies are published on the trust website to meet the DfE statutory requirements.
3. Liaise with external partners to manage policy development.

Smart Multi-Academy Trust

Governance Officer – Person Specification

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|  |  | Essential | Desirable | Evaluation |
|  | Qualifications |  |  |  |
| 1. | Educated to Degree level or equivalent |  | X | Application |
| 2. | Clerking Certificate Qualifications e.g. ‘Governance clerking development programme’ or a commitment to obtain a relevant qualification | X |  | Application |
| 3. | The successful candidate will demonstrate a willingness to attend relevant training. | X |  | Application |
|  | Experience | Essential | Desirable | Evaluation |
| 4. | Substantial governance or complex administration experience in a dynamic and changing organisation | X |  | ApplicationInterview |
| 6. | The successful candidate will have experience in the following areas:* Record keeping
* Information retrieval
* Dissemination of data and documentation
 | X |  | Application |
| 7. | Evidence of ability to work with a range of software packages | X |  | ApplicationInterview |
| 8. | Experience of providing high quality information and advice to relevant stakeholders  | X |  | Application |
| 9. | Awareness of the statutory guidance such as the Governance Handbook, Articles of Association, charity and company law | X |  | ApplicationInterview |
| 10.  | In addition, the successful candidate should have experience in the following areas: * Writing agendas, along with accurate and concise minutes
* Organising meetings
* Using the internet to access relevant information
* Developing and maintaining contacts with outside agencies
* Working in an environment where they have experience of taking initiative
* Working as part of a team
 | X |  | Interview |
|  | Knowledge and Skills | Essential | Desirable | Evaluation |
| 11. | The successful candidate will have the ability to demonstrate the following:* Good listening, oral and literacy skills
* Effective communication at all levels
* The ability to organise time
* Working to deadlines
 | X |  | Interview |
|  | Awareness of governance arrangements in multi-academy trusts.  | X |  | Interview |
| 12. | In addition, the successful candidate may have knowledge of the following:* Governing board procedures
* Educational legislation
* The respective roles and responsibilities of the governing board
* Equal opportunities and human rights legislation
* Data protection legislation
 |  | X | Interview |
| 13. | Strong IT skills including Microsoft Office 365 suite | X |  | Interview |
| 14. | Able to prepare board meeting minutes taking into account relevant governance rules, principles and standards | X |  | Interview |
| 15. | Able to self-manage work direction and prioritise tasks  | X |  | Interview |
| 16. | Ability to lead and manage other people when the organisation grows |  | X |  |
| 17. | Flexible and responsive to organisational needs | X |  | Interview |
|  | Special Requirements | Essential | Desirable | Evaluation |
| 18. | The successful candidate will meet the following requirements:* The ability to work at times convenient to the governing boards, including evenings
* The ability to travel to meetings
* Being available to be contacted at mutually agreed times
 | X |  | Interview |
|  | Personal Attributes | Essential | Desirable | Evaluation |
| 19. | The successful candidate will have the ability to demonstrate the following:* Good listening, oral and literacy skills
* Effective communication at all levels and an ability to be sensitive, persuasive and direct at times.
* The ability to organise time
* Working to deadlines
 | X |  | Interview |