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Hartlepool College of Further Education



Recruitment Pack

Head of Governance

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Hartlepool College



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 177 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 177 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit is an environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected off all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- **The job description and person specification.**
- **The College's approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College's mission, expectations and behaviours**

Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education

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Hartlepool College of Further Education



Post Title: Head of Governance

Reporting To: Principal

Salary: £18,433.01 pro rata, based on £48,715.81 per annum

Hours: Part time, 0.4 FTE **Holidays:** 12 days pro rata, based on 29 days per annum

The Specific Nature of the Role

The Head of Governance (Clerk to the Corporation) will work with the Chair and Principal to promote excellence in governance, and support Members to focus on the vision and values of the college - putting the student first; promoting high expectations; ensuring inspirational teaching and learning; and creating a safe environment. The Head of Governance will also have a key role in supporting governors to provide strong leadership to both the senior team and the community the college serves, as they set the strategy and act as guardians of the college's mission.

The post-holder is a specially empowered officer of the Board who is appointed by and reports directly to the Board. Their role is to provide advisory, strategic and administrative support to the Corporation, to ensure the proper and efficient conduct of Corporation business, and to promote excellence in College governance.

The Clerk advises the Board on the conduct of business and can intervene when they consider that a Board is acting inappropriately, giving guidance if the Board or a Committee appears to be at risk of acting outside its powers or in a way which may be unlawful.

The post-holder is independent of the Executive team and must give advice which is unbiased and impartial. However, they must also maintain effective working relationships between the Clerk, Chair and Principal, and with all Board Members and the Executive team.

MAIN DUTIES AND RESPONSIBILITIES

Support for the work of the Board

- Ensure that the Board operates within appropriate structures that are regularly reviewed to ensure fitness for purpose (including the Instrument and Articles, Standing Orders and Committee Terms of Reference).

- Support and advise the Chair on matters relating to the efficient and effective working of the Board; the conduct of Board and Committee meetings and ensure that correct procedures are followed.

- In liaison with the Chair and the Principal, prepare the annual calendar and cycle of business including formulating agendas; liaising with report writers; ensuring that meetings invitations, agendas, reports and minutes of meetings are distributed in a timely way to Members and others as required.

- Support Members in developing, reviewing and monitoring the Strategic Plan for the College; including supporting the planning and facilitation of Governor Strategy Days.

- Ensure the Board receives the best advice, including from the College's senior managers, and is kept well informed of governance and other relevant FE issues.

- Report on governance performance including Member's attendance; develop effective governance self-assessment processes; and provide support during inspection and governance audit.

- Make arrangements for the safe custody of the official record of Board business, ensuring the proper authentication of any legal documents, and the use and safe keeping of the Corporation Seal; maintain the Register of Interests and ensure effective indemnification of Members is in place.

- Act as the initial point of contact for correspondence and communications with Board members

Governor and Senior Post Holder recruitment

- Support the Board with governor recruitment; advise on the balance of membership, experience and skills for the Board to operate effectively; and ensure all appointments are validly made.

- Advise the Board on the appointment, suspension or dismissal of designated Senior Post-Holders, managing the process and providing advice to any panel; and ensure that arrangements are in place in the event of the temporary absence of the Clerk.

Board Training and Development.

- Arrange induction and initial training for all new Members, including any mandatory training, and **mentor and support** Student Members throughout their term of office.

- Develop a training and development plan for Members, arranging internal and external briefings, and promoting the availability of external governance training.

General Expectations of all staff working at the College

The College's mission is Excellence in further and higher education to transform students' lives. The College requires all staff to conduct themselves in a manner which befits their professional status and responsibilities, and to adhere to four key behaviours:

- Always strive to improve yourself and others
- Produce high quality work
- Be positive and constructive
- Do what's right for the College.

Considerable importance is attached to the role the College plays in the local community and the relationships it has with schools, employers and other local stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the College and the role it can play in supporting the aims of its stakeholders.

This Job Description is current at the date shown and is a guide to the work the postholder will be required to undertake. There may be a requirement to undertake any additional duties that the Corporation may require within the scope of the post, and in consultation with the postholder, the job description may be amended from time to time by the Corporation to meet changing circumstances. Specific targets and objectives, and any training and development needs will be agreed with the postholder and will be reviewed regularly as part of the performance management arrangement

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Method of Working

This part-time role requires a high degree of flexibility as College Board and Committee meetings are held outside normal working hours. In addition, meetings follow the cycle of the academic year and there are peaks and troughs in workload. The post-holder will be required to have a flexible approach to managing their workload, agreed in conjunction with the Chair, to meet the needs of the Corporation and its Committees.



Post Title: Head of Governance

It is expected that the successful candidate will be able to meet the following criteria:

	Essential	Desirable
Education and Training	NVQ Level 4, Degree or equivalent professional qualification Evidence of ongoing commitment to relevant professional development	Relevant first degree, or professional qualification such as CGI Company Secretary
Knowledge and Experience	Relevant experience in a governance function eg: in committee work and the administration of meetings of corporate bodies in either the public or private sector An understanding of the legal framework within which the board functions and an appreciation of the need to work within that framework Ability to provide authoritative advice and assistance, in an accurate and concise manner, at a senior level Appreciation of the ethical issues relating to the conduct of those in public life and college governors in particular Knowledge and understanding of equality and diversity	Experience of working within FE or within the education sector
Skills	Administration and organisational skills, particularly the effective management of meetings Good interpersonal skills and the ability to communicate effectively with Governors, individually and collectively, and with a wide range of other individuals, professional bodies and organisations, in writing and in person Ability to take clear, concise and accurate minutes and prepare agendas, and to draft accurately and succinctly IT skills relevant to the post	
Aptitudes	Flexibility	

	Able to exercise discretion, diplomacy and influencing skills to help reconcile individual viewpoints, achieve consensus and effective governance Ability to organise and prioritise time and tasks within the demands of the organisation, and to meet agreed deadlines Ability to work as a member of a team and to perform effectively with a minimum of supervision Ability to lead where appropriate and be pro-active Ability to delegate where necessary, and escalate issues of concern appropriately	