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# Job Description and Person Specification

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| **Title** | **Director of Governance – Senior Post Holder** | |
| **Reporting To** | **Chair of Corporation on behalf of Board of Governors** | |
| **Appointed By** | **The Board of Governors** | |
| **Effective Date** | **April 2025** | |
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| **Job Description** | | |
| **Main Purpose of the Role** | | |
| To provide Board Members with accurate and high-quality advice and information to support informed decision making. You will ensure the Corporation and any subsidiary companies are compliant with relevant legislation and that appropriate policies and meetings are in place to support the work of the Board. Responsible for ensuring corporate governance arrangements contribute meaningfully to the strategic development of the College, and that the College becomes an exemplar of best practice in its corporate governance arrangements.  You will work closely with the Chair of the Board to ensure that governance and associated matters are developed and driven to the very highest standard.  You will apply your experience to confidently lead the development of improvements to the governance structures, systems, and processes, and an ability to develop the Board’s strategic oversight of risk and compliance and constructive challenge will be required. You will provide independent, high-quality guidance on statutory, constitutional, operational, procedural and ethical issues as they affect the Board, its committees, and its subsidiaries.  This will be achieved by not only being an outstanding governance professional but also by building trusted relationships with all board members and the senior leadership team and in particular by working closely with the Chair and the Principal & CEO. You will be a strong networker and communicator who is comfortable with presenting to the Board and working with other governance professionals to drive best practice across the sector.  For an informal discussion about the role, the qualifications needed or your suitability, please email [alison\_lydon@weymouth.ac.uk](mailto:alison_lydon@weymouth.ac.uk) in the first instance. | | |
| **Main Responsibilities** | |
| **The Director of Governanceis responsible for managing the governance arrangements of the Corporation and subsidiaries providing leadership, advice and guidance to ensure that the Board performs to best practice levels, positively impacting the College Strategic Objectives and supporting the achievement of National, Regional and Local Priorities.**  **Statutory Responsibilities:**   * Accountable to the Board, through the Chair, on all matters relating to their duties as an officer of the Corporation * Manage the governance arrangements in line with best sector and external practice. * Ensure the Board and its committees are capable of executing on its remit as outlined in the constitutional documents. * Responsible for keeping the ‘conscience’ of the College by providing independent, high-quality guidance on statutory, constitutional, operational procedural and ethical issues as they affect the Board, its committees and its subsidiaries. * Provide leadership, advice and support in all governance activities, statutory and regulatory compliance and external governance relations * Independently brief the Chair and Governors on current issues and support liaison between the Chair, the CEO Principal and Governors * Giving advice and support to the Chair, Vice Chair, Committee Chairs and Senior Leadership Team in their respective roles * Work closely with the Chair, the CEO Principal, the Senior Leadership Team and other members of staff to support the Board in fulfilling its remit and to ensure support for and implementation of the Board's decisions. * Manage the administrative aspects of Board meetings (including preparation of agendas and minutes and circulation of papers), and ensure meetings proceed in accordance with the requirements of the relevant constitutional documents. * Support the Board and its members in evaluating their effectiveness and ensuring appropriate training and development * Facilitate the Board's decision-making processes and public sharing of its decisions. * Take appropriate action if and when the Board, its Chair or one of its Committees appears to be at risk of acting (or to have acted) outside their powers or to be proposing (or have taken) actions that may be unlawful. * Provide support for Governors in their role. * Inform and advise the Board on developments within the sector and relevant news from outside the sector * Serve as a liaison to and a representative of the Board to internal and external stakeholders. * Draft all governance statutory documentation on behalf of the Board * Support the production of key corporate publications, including the Annual Report and Accounts   **Other Responsibilities:**  **Leadership, Advice & Guidance**   * Advice, strategic and administrative support to the Board to ensure the proper and efficient conduct of Board business and to promote excellence in College governance. * Support to the Board in fulfilling its remit and enabling implementation of the Board's decisions through working closely with the Chair, the Principal & Chief Executive, Chairs of Committees, the Senior Leadership Team and other members of staff. * Professional advice to the Chair, the Board and to individual members relating to the conduct * and activities of the Board. * Providing independent, high-quality guidance on statutory, constitutional, operational, procedural and ethical issues as they affect the Board, its committees and its subsidiaries, promoting sound standards of governance and integrity. * Providing leadership, advice and support to the members of the Board in all governance activities, statutory and regulatory compliance and external governance relations including developments within the sector and relevant news from outside the sector. * Guiding, advising the Board and its committees and taking appropriate action if, the Chair of the Board or a committee appears to be at risk of acting outside their powers or in a way which may be unlawful. * Advice on and periodic review of the balance of Board membership, including the experience and skills required by the Board and how new members might be recruited. * Oversight of internal audit arrangements from a governance perspective for the Board and its committees. * Act as a reference point for all enquiries relating to the Board and, as appropriate, act as correspondent for the Board. * Advise on the governance of any College structural changes. * Act as Company Secretary to any subsidiary companies.   **Administration**   * Make recommendations to the Board of the annual schedule of business for the Board and committees, to ensure that the Board considers, (and, where appropriate, decides on) all matters that are required by the Skills and Post-16 Act 2022, other relevant legislation and other matters as recommended by the Code of Good Governance. * Preserving confidentiality of confidential documents. * Preparing correspondence and providing administrative support on behalf of the Chair, the Board, its committees and individual members in connection with Board business. * Issue and receipt on behalf of the Board, of notices and information relating to Board members. * Ensure that the registers and other such documents are made available for public inspection and regularly updated on the College's website. * Keep the Common Seal in safe custody, oversee its use and ensure that all deeds and documents to which the Common Seal has been affixed have been properly authenticated. * Facilitate communication on Board matters between the Chair, Principal & Chief Executive and Senior Staff in the College. * Manage the budget for members and approve the reimbursement of any members' expenses. * Prepare and regularly update a Board Members' handbook. * Prepare reports on governance matters to the Board including preparation of the Annual Report. * Oversee the latest Governance requirements, as defined in the Skills and Post 16 Education Act 2022 and other relevant legislation. * Produce and maintain the required documentation to satisfy internal and external audit requirements and other external bodies such as Ofsted, FE Commissioner etc. * Carry out regular skills audits of members and advise on action to address any imbalances. * Regularly review and recommend updates to the code of conduct and ensure that all members sign up to the code. * Facilitate the annual self-assessment of performance for the Chair, individual members, Committees and the Board as a body. * Ensure maintenance of the Governance page on the College website. * Arrange and clerk hearings of the Board's grievance, disciplinary and appeal panels and any proceedings to suspend or dismiss senior postholders * Ensure the work of the Board is efficient utilising available technologies for distribution, storage and access of Board papers and information. * Maintain a register of Members' interests   **Meetings**   * Formulate, with the Chair and the Principal & Chief Executive, the agendas, organising the supporting reports and briefing papers and liaising with those members of staff or governors who may be required to prepare papers for forthcoming meetings. * Timetable all meetings of the Board and committees, calling meetings on proper written notice. * Managing all aspects of Board and committee meetings (including preparation of agendas and minutes and circulation of papers), and, ensuring that meetings proceed in accordance with the requirements of the relevant constitutional documents. * Ensure with the Chair that appropriate arrangements are made for continuity in the absence of the Head of Governance. * Check the quoracy of meetings. * Ensure the timely publication of draft minutes and signed minutes (when approved by the Chair). * Maintain the minute book and issue certified copies of minutes. * Formulate, with the Board and Committee Chairs and the Principal & Chief Executive as appropriate, follow-up instructions that arise from the minutes, and reporting on what action has been taken in response to such instructions. This will include direct support for the Board and Committee Chairs. * Prepare for approval by the Board, committee terms of reference and rules relating to composition, quoracy, chairing and frequency of committee meetings in accordance with the Articles and Instruments and current best practice. * Prepare for approval by the Board, a written statement of policy regarding attendance at committee meetings by persons who are not committee members and publications of minutes of committee meetings. * Prepare and update a Board Members' Handbook, Standing Orders, a Members' Code of Conduct, Members' record of attendance at meetings of the Board and Calendar of meetings.   **Record Keeping**   * Ensure the safe custody of the official record of the Board's business. * Maintain a separate confidential file, relating to any sensitive or confidential matters. * Ensure that all records comply with the current legislative measures.   **Appointments**   * Leading on and facilitating the recruitment of Board members to ensure the membership of the Board comprises the appropriate balance of skills, knowledge and experience. * Ensure checks are undertaken on the eligibility of current and prospective members and facilitate DBS checks. * Ensure that all appointments to the Board and committees have been properly made and recorded, in accordance with the provisions of the Articles. * Prepare and issue letters of appointment. * Ensure that members' terms of office are regularly reviewed and re-appointments of Full Members and Associates are taken to the Board for timely decision. * Give advance notification to the Board of actual and expected vacancies. * Arrange appropriate induction and training programmes for Board members. * Support the recruitment and appointment process for Senior Postholders.   **Training**   * Facilitate induction and training programmes for Board members, participate as appropriate, and manage the associated budget. * Support the Board and its members in evaluating their effectiveness and their training and development. * Leading on the training and development of the Board. * Participate in relevant conferences and training events, (as agreed with the Chair), to keep up to date with current trends and seek to introduce change/good practice as appropriate.   **Policies**   * Act as an independent person under the College's Whistleblowing procedure and carry out such investigations as necessary or arrange for an external body to carry out such investigation. * Oversee the regular review of the Corporation's Instrument and Articles of Government and Governance Policies * Oversee the review of policies relevant to the duties of the College Board e.g. Health and Safety, Safeguarding, Equality, Diversity and Inclusion, Expenses etc.   **All Staff General Responsibilities and Expectations:**   * Promote the safeguarding and welfare of all. * Be aware of College policies and updates available through the College intranet. * Drive and participate in the College performance management process as it related to Senior Post Holders. * Comply with the College's Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations. * Contribute to cross College events supporting and promoting the College and the provision. * Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices. * Attend and contribute to cross-College meetings/forums. * Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities. * Manage and minimise risk within all areas of responsibility. * Adopt and promote employee values and behaviours working within the Staff Code of Conduct.   **Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.** | |

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| **Person Specification** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Relevant Degree and/or professional qualification eg Chartered Governance Institute, Law, business management | **✓** |  |
| Chartered Secretary status, L5 in FE Governance or similar.  If not held this must be achieved within 2 years |  | **✓** |
| Good standard of GCSE’s grades 4-9 / A\*-C (or equivalent) inclusive of English and Maths | **✓** |  |
| **Experience** | **Essential** | **Desirable** |
| Strong understanding of governance | **✓** |  |
| Experience of working with or as part of a Board | **✓** |  |
| Computer literacy with good knowledge of Office 365, Microsoft Packages and TEAMS. | **✓** |  |
| Experience of working in the FE sector |  | **✓** |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Ability to fulfil all spoken and written aspects of the role with confidence, through the medium of English | **✓** |  |
| Excellent organisational and administrative abilities. | **✓** |  |
| Ability to work at pace, multitask, meet deadlines and prioritise workload. | **✓** |  |
| Confidence in interpreting and applying legislation and guidance | **✓** |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| To be a strategic thinker | **✓** |  |
| Objective and impartial | **✓** |  |
| Integrity and respect for confidentiality | **✓** |  |
| Track record of successful teamwork. | **✓** |  |
| Problem solver and logical thinker | **✓** |  |
| Willingness to challenge where appropriate | **✓** |  |
| Ability to make decisions and proposals based on complex and multifaceted data | **✓** |  |
| Ability to use initiative, work independently and to also recognise when external advice is required | **✓** |  |
| Strong desire to work for a forward-thinking education and skills provider which enhances the life chances of thousands of people each year | **✓** |  |
| **Other** | **Essential** | **Desirable** |
| Current driving licence |  | **✓** |