

<b>Post Title</b>	Director of Governance
<b>Location</b>	Craven College, Skipton (Multi Site)
<b>Rate of pay</b>	Management Scale point 15 £51,226 per annum, pro rata £41,534 per annum
<b>Hours</b>	30 hours per week
<b>Responsible to</b>	Chair of the Governing Body
<b>Special Conditions</b>	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent</p> <p>A full enhanced disclosure check via the Disclosure &amp; Barring Service will be required for this post</p> <p><b><u>Previous applicants need not re-apply</u></b></p>
<b>Closing Date</b>	Open/Ongoing
<b>Interview Date</b>	TBC
<b>Post No.</b>	B172B

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

The Director of Governance will be accountable to the Corporation through the Chair; and will work effectively with the Chair, the CEO/Principal and other governors, and stakeholders.

In accordance with the Instrument and Articles of Government this senior post will be responsible for advising the Corporation on constitutional matters, duties, and powers with the current legislative framework and for ensuring the effective operation of governance within the College through the smooth operation of the Board and its Committees.

In addition, the Instrument and Articles of Government also state that the Director of Governance is responsible for the following functions:

- Advising the Corporation with regard to the operation of its powers;
- Advising the Corporation with regard to procedural matters;
- Advising the Corporation with regard to the conduct of its business; and
- Advising the Corporation with regard to matters of governance practice.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

#### STRATEGIC GOVERNANCE:

- To ensure a strategic and proactive approach to governance issues and arrangements for Craven College, to ensure that the College functions as effectively as possible.
- To ensure that governance arrangements, processes and procedures are kept under periodic review to ensure the College operates best governance practice.
- To act as a key point of contact in respect of governance with relevant external and regulatory bodies, for example, Ofsted, the Office for Students, the FE Commissioner and the Association of Colleges.

#### PROVISION OF GUIDANCE TO THE CORPORATION BOARD AND ITS COMMITTEES:

- To provide sound, well researched, impartial advice and guidance to the Corporation and its Committees, including:
- Advising on statutory, constitutional, and procedural matters from the Instrument and Articles of Government, the Education Acts and other laws affecting the work of the Governing Body.
- Obtaining independent professional advice, for example legal advice, where appropriate.
- Advising on the operation of the College's internal governance model.

- Take appropriate and timely action if the Corporation, the Chair, the CEO/Principal or any member of the Governing Body or its Committees are at risk of exceeding their powers or acting unlawfully.
- Produce reports for the Corporation Board on governance or other matters that fall within the Director of Governance's remit.
- Facilitate communication on all governance matters between the Chair, the CEO/Principal and senior staff at Craven College.
- Keep up to date with external or internal factors that affect governance practices, such as changes to legislation, and ensure all governors are briefed accordingly and promptly.
- To act as a reference point for all enquiries relating to the work of the Corporation and its Committees.
- Regularly review the operation of the governance model and ensure best practice is always striven for.

### **MANAGEMENT OF MEETINGS:**

- Working effectively with the Chair, CEO/Principal and governors to ensure the preparation of timely agendas, supporting reports and briefing papers for the full Corporation and its Committees, with clear recommendations for approval.
- To ensure the production of an annual programme of work for the Governing Body and Committees, for approval before the start of the new academic year. Ensuring that the approved timetable of all meetings are in place with the appropriate notice.
- To ensure the collation of all papers electronically on the 'governors' Portal' or other electronic storage with appropriate management of electronic governance records.
- To ensure Declarations of Interest are appropriately recorded and addressed in Governing Body and Committee meetings.
- Record attendance accurately, ensure quoracy, and take proactive action in informing the Chair and/or the relevant Committee Chair of Governor absences.
- Attend all meetings of the Corporation and its Committees to provide appropriate legal and statutory advice.
- Ensure all minutes are accurately recorded, with discussions and decisions recorded accurately and an appropriately detailed action log is maintained and updated regularly. Ensure minutes are published on the College website a week after approval.
- Ensure an annual review of the Terms of Reference and Scheme of Delegation of the Governing Body and its Committees and ensure the frequency of meetings is kept under review to meet organisational needs.
- Oversee the self-assessment process linked to governance matters and advise on ways in which continuous improvement might be achieved.

### **APPOINTMENT, INDUCTION AND ONGOING SUPPORT TO GOVERNORS:**

- Ensure that all appointments to the Governing Body and its Committees are validly made, in line with the Statutory Instrument of the College.
- To ensure appropriate arrangements for the recruitment of new governors regarding the required skills, expertise, and background of governors; and ensure that appointments are

made in a timeframe which facilitates a smooth transition of governors joining and leaving the Governing Body.

- Ensure appropriate and timely induction programmes are organised for new governors, and that a record is maintained of all Governor training undertaken, and that Governor mandatory training is completed each year.
- In conjunction with the Chair, CEO/Principal, and Director of Quality, ensure an appropriate collective training and development programme is undertaken by the Governing Body through the academic year.
- Provide leadership in the area of governance, as part of the preparation for external inspections (e.g., Ofsted, Health, and Safety Executive, etc.).

### **REGISTERS AND CODES OF CONDUCT:**

- Maintain a Code of Conduct for governors, which is regularly reviewed and updated as part of the Governor Handbook and monitor compliance.
- Maintain a Register of Interests, which is regularly reviewed and updated.
- To support the College and governors on key policies affecting the College's due diligence.

### **ADMINISTRATION:**

- Act as a responsible Information Owner, ensuring all corporate records are appropriately maintained, meet the requirements of the General Data Protection Regulation (effective 25 May 2018), and they are submitted to external bodies as and when required.
  - Ensure that all governance documents and the most up-to-date set of papers are uploaded and maintained on the College website.
  - Ensure via the College that governors have appropriate Professional Indemnity Insurance.
  - Be responsible for the use and safekeeping of the College Seal.
  - Arrange for reimbursement of Governor expenses.
  - In liaison with the Chair of the Governing Body and Head of Human Resources, nominate Governing Body members and coordinate arrangements for their participation in disciplinary, grievance, capability, whistleblowing, or redundancy appeal processes as required.
  - To participate in the College's Appraisal scheme and undertake professional updating/staff development as required to meet the needs of the Board and College.
  - To be fully conversant with the College's Equality and Diversity aims and objectives; and take appropriate positive action in the promotion and delivery of Equality & Diversity targets.
  - To be fully conversant with and implement the College's range of safeguarding and health and safety policies and procedures, to ensure the health, safety and welfare of all students and staff.
  - Ancillary duties in relation to the planning and organisation of meetings (e.g., refreshments, room allocation, etc.).
  - Any other duties commensurate with grade and status as may be requested.
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### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### Essential Criteria:

- Relevant Governance qualification and/or appropriate experience at a professional level
- Level 2 Maths and English
- Experience of providing authoritative advice and advocacy on behalf of a Board
- Experience of taking responsibility for meeting statutory, procedural, regulatory and policy requirements, Statutory Instruments, and any other Articles of Government
- Experience of effective management of complex organisational administration systems
- Experience of effective working with Committee members, organising agendas and work programmes
- Experience of working in a computerised and online environment
- Ability to perform effectively with a minimum of supervision but also to work with others, especially when liaising with the Chair, governors and the senior team.
- Ability to pay meticulous attention to detail in the production of reports and minutes
- Excellent written and verbal communication skills
- Ability to deal effectively with complex amounts of information
- Ability to demonstrate high levels of probity and integrity in all aspects of the role
- Ability to demonstrate an understanding of equality and safeguarding, and its importance within the College, appropriate to role
- Ability to travel between sites
- On occasion, the postholder may need to demonstrate flexibility with regard to their working hours to accommodate the requirements of the post

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#### DESIRABLE REQUIREMENTS:

- Knowledge of the Code of Good Governance (Association of Colleges);
- Knowledge of the General Data Protection Regulations
- Working knowledge of the educational context of Further Education, and in particular the requirements of the Ofsted Common Inspection Framework in relation to leadership and management

### OUR BEHAVIOURS

Our behaviours are not meant to be exhaustive but serve to illustrate and bring to life the range of aspects that contribute to being an effective Craven colleague. We need everyone to bring them to life.

### COLLABORATIVE

WORK TOGETHER TO OFFER ALL LEARNERS AND CUSTOMERS EXCELLENT OUTCOMES,  
BUILD STRONG WORKING RELATIONSHIPS

- Connected - Work well with others
- Innovative - Creative and solutions-focussed, work inventively, generate new ideas
- Responsible - Takes ownership, completes work well and on time

### ASPIRATIONAL

ABLE AND WILLING TO EVOLVE, ACHIEVE POTENTIAL, ADAPT TO CHANGING  
ENVIRONMENTS

- Curious - Inquisitive and interested
- Optimistic - Have a positive outlook
- Progressive - Determined to succeed

### RESILIENT

CAPABLE OF WITHSTANDING ADVERSITY AND ABLE TO TRANSCEND DIFFICULTY  
THROUGH CAPABILITY AND COMPETENCE

- Adaptable – Flexible
- Enthusiastic - Can do attitude
- Pragmatic - Sensible and realistic

### AUTHENTIC

HONEST AND OPEN IN ALL TRANSACTIONS AND RELATIONSHIPS, SELF AWARE, POSITIVE  
AND HELPFUL

- Positive mindset - Committed and determined
- Respectful - Inclusive and kind
- Socially intelligent - Self-aware and employable