



JOB DESCRIPTION

POST: Governance and Compliance Manager

GRADE: Grade 9 SCP 31 - 34

RELATIONSHIPS:

The post holder is accountable to the Head of Governance and Compliance in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

To provide professional governance and compliance services, adhering to the Governance Framework. You will actively contribute to establishing and maintaining excellent governance practice across the Trust. The postholder will work closely with key stakeholders, to include Trustees, Executive Team, Local Academy Board of Governors (LABs) and Principals. You will be responsible for successfully embedding the Trust's Governance Framework ensuring the Trust remains compliant.

You will deputise, as is necessary, for the Head of Governance and Compliance and be responsible for leading a team of Governance and Compliance Officers.

MAIN DUTIES & RESPONSIBILITIES:

- Deliver key initiatives against the Trust's Governance Strategy, leading on the implementation of the high-quality governance infrastructure.
- Drive continuous improvement through development of policies and procedures that are sustainable and reflect the Trust's ethos and culture.
- Provide support and advice on governance and compliance best practice, advising on legislation and procedural matters – particularly for the Trust Board, CEO and Executive Team, LABs and Principals.
- Recruitment, Retention and Succession Planning of Trustees and LAB Governors - onboarding, training, appraisals.
- Management of:
 - Team of Governance Professionals, ensuring high-quality training and induction.
 - Trust's formal complaints process
 - Policy Review - schedule, process, adoption and publication of (Trust and Academy Level)
 - Admission's Policy and Processes
 - Exclusions and Suspensions Panel Hearings and data tracking
 - FOI/SARs
 - Annual governance calendar and effective agenda planning
 - Governor Hub database
 - Website compliance and audit schedule
 - The Register of Governing Body Business and Pecuniary Interests
 - GIAS, Companies House and any other statutory registers promptly
 - Schemes of Delegation, Accountability Framework, Trust Articles

SUPPORTING THE TRUST BOARD AND CEO:

- Maintain copies of current terms of reference and membership of committee and working parties and link trustees e.g. Safeguarding and SEND on Governor Hub
- Maintain trustee meeting attendance records, updating the attendance register accordingly
- Ensure governance framework documents including Scheme of Delegation and Terms of reference for the Trust Board and its committees are current and reviewed annually
- The postholder has personal responsibility for clerking Trust Board Committees and will occasionally be required to deputise for the Head of Governance as Clerk to the Board
- Working collaboratively with Executive Leadership to support the strategic objectives of the Trust and, subject to the direction of the Head of Governance, support drafting, formatting and reviewing of documentation for submission to the Trust Board/Trust Board Committees

LINE MANAGEMENT:

- Oversee the day-to-day activities and responsibilities of the LAB Governance Professionals.
- Monitor performance and delivery of governance services across the Trust providing support where required.
- Support the annual performance management of Governance Professionals setting targets and supporting CPD.
- Ensuring the development of Governance Professionals through regular contact, training and mentoring.

ADVICE AND INFORMATION:

- Advise Trustees and LABs on procedural issues
- Advising executive colleagues of actions agreed upon following meetings of the Board/Board Committees and monitoring of progress off these actions
- Seek timely and appropriate legal advice and guidance, through the Central Governance Team or NGA where appropriate.
- Complete regular governance data checks of the Academy websites and liaise with Academy staff and the Digital Development Team to ensure that the governance pages on the school website are updated as required
- Advise Trustees on the policy review schedule, to include Trust and Academy approved policies and ensure that statutory policies are shared on Governor Hub and the Trust website, updating Governance Professionals to ensure policies are approved or adopted at local level.
- Maintain records of Trustee correspondence, including written approvals.
- Support the Trust Board self-evaluation process administratively, as requested by the Chair.

Fulfil other reasonable duties as directed by the Head of Governance and Compliance.

GENERAL:

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.

- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

Outstanding Achievement for All