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| **Department** | **People Services** |
| **Job Title** | Governance Development Officer |
| **Grade** | Grade G SCP 23-27 |
| **Primary Purpose of Job** | To support the development of governors, trustees and boards through training, information sharing, clerking and self evaluation to enable them to effectively fulfil their strategic role in school improvement. |
| **Reporting To** | Governance Services Manager |
| **Staffing**  **Responsibilities** | None |

**Main Duties**

**Clerking Guidance & Support**

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| **1** | To be responsible for providing support for governing and trust boards in their main task of promoting high standards of educational achievement and securing the welfare of pupils in school. |
| **2** | In response to enquiries, to be responsible for providing front line, day-to-day independent advice and information to Head Teachers, Chairs of Governors and boards on governance issues and procedures including:-   * the implementation of all relevant legislation and guidance relating to school and academy governance. * their duties, powers and responsibilities. * the development of governing board procedures. * the interpretation and application of school and academy governance legislation and guidance before, during and after governing board meetings and development sessions. |
| **3** | Where the governing board is failing to comply with statutory legislation, regulations and LA advice the Development Officer will be responsible for drawing this to the attention of the Head Teacher, Chair of Governors and the relevant Local Authority Officer. |
| **4** | To monitor and evaluate the effectiveness of individual governing board procedures and working practices and to be responsible for advising the Head Teacher, Chair of Governors and Link Governor on issues for future development. |
| **5** | To ensure that the organisation and conduct of the governing board’s business at meetings is in accordance with its prime objectives of school improvement and raising standards. |
| **6** | To be responsible for advising governing and trust boards on the development and implementation of a structure for the, organisation and management of governing board committees and be responsible for preparing, for approval by the board, the terms of reference for its committees and working parties. |
| **7** | Ensure prompt responses are received to queries and resolutions raised at governing and trust board meetings, development sessions and area cluster meetings, through liaison with other sections of People Services and other Council Departments. |
| **8** | Establish and maintain effective links and communication systems to promote the free flow of information and issues between governing and trust boards, governors, head teachers, and the People Services Department and external organisations. |
| **9** | To be responsible for the preparation, and despatch of letters of invitation, agendas, minutes and the collation of background papers for termly governing and trust board meetings, and where appropriate committees within the statutory time scale of seven days prior to the meeting. As per the Service Level Agreement. |
| **10** | To attend and write the minute of full governing and trust board meetings for the assigned group of governing boards, as per the Service Level Agreement. |
| **11** | To attend, provide administrative support and write the minutes for additional full governing and trust boards and committee meetings of the board as requested including staff discipline, dismissal and appeal committees, pupil discipline and complaints committees. As per the Service Level Agreement. |
| **12** | To undertake any general administration required in support of the assigned group of governingand trust boards including the maintenance of accurate records, including membership, governors’ attendance at meetings and school files including policies approved by the board. |
| **13** | To provide advice on any policy statements required by law and to assist boards in policy development by ensuring that schools and boards have access to information and assistance on governance legislation, regulations, policies and procedures. |
| **14** | To be responsible for encouraging boards to fill governor vacancies and to assist in arranging parent, teacher and staff governor elections and the appointment of governors. |
| **15** | Maintain an up-to-date knowledge of current legislation, regulations, codes of practice, policies, working practices and procedures relating to school and academy governance issues so as to ensure that all board actions conform to their requirements. |
| **16** | Utilise systems and equipment effectively and efficiently and maintain systems, registers, records and files in good order. |
| **17** | To contribute to the marketing, development of new initiatives, monitor and evaluate the effectiveness and achievements of the service and to review procedures, methods and working practices in conjunction with the Governance Services Manager. |

**Training & Development**

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| **1** | To assess and identify the development needs and training requirements of governors and governing boards in order to design, deliver and evaluate bespoke training and development to assist governors in their strategic role, or to broker specific training as required via other People Services Departments. | |
| **2** | To work with local area cluster groups to assess their development needs in order to provide bespoke development and training, broker specific training as required and to better inform the development of governance conferences and forums. | |
| **3** | To support governors in undertaking external review of governance, self assessment and self evaluation and promote and develop evaluation methods as development tools for governing and trust boards. | |
| **4** | To work strategically with governing and trust boards and departmental staff to support the school improvement agenda and provide bespoke training and support for boards of schools in a specific category. | |
| **5** | To manage and develop the annual timetable of events for the Partnership Forums and Chairs’ Briefings and to chair and organise the meetings to ensure governors are kept up to date and informed about local and national initiatives and to share good practice in governance. | |
| **6** | To work alongside the Governance Training Officer and in partnership with external partners to develop and access appropriate development interventions for governing boards. | |
| **7** | To develop and manage the monthly e-brief service for governors to ensure governing and trust boards are kept abreast of current educational issues, changes in legislation and kept informed of Local Authority matters affecting schools. | |
| **7** | To work with the Governance Service Manager in planning and organising the annual Governance Conference to ensure the content is appropriate to the current needs of governors and trustees and to make the necessary arrangements for accommodation, speakers and delegate bookings, whilst ensuring financial viability. | |
| **9** | To develop and maintain the Governance Services website to ensure individual governors and governing boards have access to a range of resources to better equip them in their strategic role and understanding of school governance. | |
| **10** | To work with the Senior Governance Support Officer in planning, developing and delivering training and support for independent clerks in order to keep them up to date on current clerking practices and relevant legislation relating to school governance to ensure they are effectively supporting their governing boards | |
| **Date Job Description prepared/updated:** | | September 2011 (updated May 2019) |
| **Job Description prepared by:** | | John Ashworth, Governance Services Manager |



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| **Department** | | | | **pEOPLE SERVICES** | | |
| **Job Title** | | | | **gOVERNANCE DEVELOPMENT OFFICER** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Excellent written and verbal skills which demonstrate an ability to communicate and present information effectively in order to guide, advise and influence. | | | | | Application Form/interview process/Test |
| 2. | A proven ability to analyse, assimilate, interpret and apply complex information, particularly legislation and procedures from a wide range of sources. | | | | | Application Form/interview process |
| 3. | Expert knowledge of and application of governance law | | | | | Application Form/interview process |
| 4. | Ability to work on own initiative, to be able to demonstrate planning and organisational skills so as to ensure service delivery is maintained. | | | | | Application Form/interview process |
| 5. | Ability to present effectively to a wide range of people including public speaking. | | | | | Application Form/interview process/Test |
| 6. | Ability to build relationships, develop confidence and trust and persuade others in order to gain commitment. | | | | | Application Form/interview process |
| 7. | Ability to listen effectively to others and respond to their individual learning and development needs by applying a range of appropriate development techniques and methods. | | | | | Application Form/interview process |
| 8. | Role model of persistence, self-drive and motivation to continuously learn and embrace the principles of IIP, using coaching and mentoring to prepare people for the future. | | | | | Application Form/interview process |
| 9. | Ability to continuously develop and improve services, monitor quality and efficiency and respond to customer needs. | | | | | Application Form/interview process |
| 10. | Ability to work alone outside normal working hours without management support. | | | | | Application Form/interview process |
| 11. | Ability to listen to and accurately record the proceedings at meetings. | | | | | Application Form/interview process |
| 12. | Ability to remain calm in conflict situations and to work accurately when under pressure including negotiating solutions to conflict situations with tact and sensitivity. | | | | | Application Form/interview process |
| 13. | Competence in word processing and in the ability to input and retrieve data. | | | | | Application Form/interview process |
| 14. | Ability to undertake long term planning. | | | | | Application Form/interview process |
| 15. | Ability to write and present reports, at governing board and at Executive Member level. | | | | | Application Form/Interview process |
| 16. | Ability to use computer software within the windows package e.g. Access, Word, Excel, Outlook etc. | | | | | Application Form/Interview process |
| 17. | Awareness of the need to maintain confidentiality when necessary. | | | | | Application Form/Interview process |
| 18. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | 3 years governance experience in a multi-disciplinary environment. | | | Application form | |
| 2. | | 3 years experience of working with governors, trustees, head teachers and elected members. | | | Application form | |
| 3. | | Evidence of continuous professional development | | | Application form | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to work evenings and weekends as and when required. | | | Application Form/Interview | |
| 2. | | A flexible approach to arrangements in order to meet the needs of the service and the workload of the team. | | | Application Form/Interview | |
| 3. | | Travel to schools throughout the Borough will be required. | | | Application Form/Interview | |
| 4. | | Ability to work from home. | | | Interview | |
| 5. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application Form  Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Detailed knowledge of regulations and legislation relating to school governance. | | Application Form/Interview |
| 2. | An understanding of the role of governors and governing bodies. | | Application Form/Interview |
| 3. | Experience of developing and delivering training within a school or governance setting. | | Application Form/Interview |
| 4. | Knowledge of Local Authority and People Services policies and procedure | | Application Form/Interview |
| 5. | An understanding of current educational or management issues affecting schools and local authorities | | Application Form/Interview |
| 6. | An awareness of the work undertaken by other teams within People Services and other Council Departments. | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | September 2011 (updated May 2019) |
| **Person Specification prepared by:** | John Ashworth, Governance Services Manager |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.