**PERSON SPECIFICATION**

**GOVERNANCE AND COMPLIANCE MANAGER**

**Normal place of work:** Head office, trust academies, and other trust locations, with home working as necessary.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to degree level or equivalent |  |  |
|  | GCSE Maths and English at Grades A\* - C or equivalent |  |  |
| Willingness to enhance qualifications and training for development in the post |  |  |
| Professional qualification related to the role, for example ICSA |  |  |
| **Experience** | Experience of managing and delivering organisational governance, compliance and data protection |  |  |
|  | Substantial experience of working in a governance role within a regulated environment |  |  |
| Experience of working with third party/external agencies |  |  |
| Experience of organising meetings and minute taking |  |  |
| Knowledge of Articles of Association and Master Funding Agreements |  |  |
| Knowledge of legislative frameworks |  |  |
| Experience of working in a school or educational environment |  |  |
|  | Experience of managing complaints |  |  |
| **Skills and abilities** | The confidence to advise the Trust Board, LGCs and CEO, even in difficult, contentious or challenging circumstances |  |  |
|  | Excellent written and oral communication skills, including demonstrable experience of effective support to senior committees (this includes the ability to deal sensitively and discreetly with confidential information and an understanding of data protection and freedom of information legislation) |  |  |
| Excellent inter-personal skills, including demonstrable ability to interact knowledgeably and credibly with senior colleagues. |  |  |
| Excellent planning and organisation skills, including the ability to prioritise workloads in the face of competing demands |  |  |
| Proven ability to present information in a logical, clear and concise format |  |  |
| Ability to work collaboratively with a range of colleagues |  |  |
| High level of IT skills particularly in MS Office Package |  |  |
| Articulate and attentive to detail |  |  |
| Exercises discretion and confidentiality when dealing with sensitive matters |  |  |
| Willingness to attend and support meetings out of normal working hours |  |  |
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| **Knowledge** | Knowledge of regulations, policies, procedures and constitution of governing boards |  |  |
|  | Strong understanding of the purpose, value and principles of governance |  |  |
| Experience of developing new or improved governance processes |  |  |
| Understanding of data protection legislation |  |  |
| Understanding of subject access requests and freedom of information requests |  |  |