



JOB DESCRIPTION

Post:	Head of Governance
Responsible to:	Chair of the Corporation and the Principal
Salary:	Fractional 0.5 18½ hours per week £48,614 - £54,053 pro rata (£24,307 - £27,026.50 per annum) Support Scale Points 49 - 53
Conditions of Service:	Truro & Penwith College Conditions of Service.
Main Purpose of Job:	<p>This is a statutory role and appointed by the Governing Body who has a central role to perform when promoting the effective governance of the Corporation.</p> <p>Responsible for ensuring corporate governance arrangements contribute meaningfully to the strategic development of the College.</p> <p>As a strategic enabler, to manage relationships at Board of Governors (Board), Committees and executive level and working closely with a range of other stakeholders and senior managers.</p> <p>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 of Governors, its committees and its subsidiaries.</p>



Specific Duties:

Responsible for ensuring the Board of Governors is accountable to its internal and external Stakeholders.

Accountable to the Board of Governors, through the Chair, on all matters relating to their duties and responsibilities.

Provide leadership, advice and support in all governance activities, statutory and regulatory compliance and external governance relations.

Oversee the process for internal audit arrangements for the Corporation and its committees from a governance perspective.

Support the Corporation and its members in evaluating their effectiveness and training and development.

Inform and advise the Board of Governors on governance developments from inside and outside of the sector.

Be proactive in keeping abreast of current and emerging guidance and legislation in relation to governance and advising governors accordingly.

Take appropriate action if and when the Board, its Chair, Members 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.

Ensuring that the Governing Body's proceedings are conducted in accordance with the provision of the statutory Instrument and Articles of Government, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time), the funding bodies (ESFA and OfS), the AoC's July 2023 Page 2 of 7 Code of Governance, the requirements of the Charity Commission and the general law.

Manage the governance arrangements in line with best sector and external practice. Give a strategic focus to the work of the Board, the Principal and the associated committee structures.

Working with the Chair, Vice Chair, Committee Chairs and Senior Management team to ensure that the Board of Governors fulfils responsibility in relation to monitoring the performance and success of the organisation including the management risk through the Board Assurance Framework.



Specific Duties:

Ensure the Board, its Chair, Members and its committees are capable of executing on its remit as outlined in the constitutional documents.

Promote sound standards of governance and act as a guardian of integrity.

Regularly review legislative and regulatory developments and advise the Board and Committees accordingly.

Give independent advice and support on key issues to the Chair, Vice Chair, Committee Chairs and Senior Management Team in their respective roles and support effective and constructive liaison.

Work closely with the Chair, the Principal, the Senior Management Team and other members of staff to support the Board of Governors in fulfilling its remit and to ensure support for and implementation of the Board's decisions.

Facilitate Governors engagement with the business of the College so as to maximise the contribution and impact of the Board.

Work with the Senior Management Team to ensure good quality, timely papers which meet the requirements of the Board.

Manage the administrative aspects of Corporation 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.

Leading on and facilitating the recruitment of Governors to ensure the membership of the Board of Governors comprises the appropriate balance of skills, knowledge, experience and diversity.

Facilitate the Board's decision-making processes and public sharing of its decisions.

Working with the Senior Management Team to ensure effective training and development of the Board of Governors.

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 and support the production of key corporate publications, including the Annual Report and Accounts as and when required.



General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

HEAD OF GOVERNANCE

Ideally, the person appointed will have the following skills and experience:

- Experience in administration, including producing high quality agendas and taking minutes.
- Experience working to deadlines and prioritising work.
- A strong understanding and significant experience of corporate governance
- Ability to contribute strategically to the development of the College in its intention to main its 'outstanding' status.
- Literacy and numeracy skills to GCSE A-C or equivalent.
- Confidence using the Microsoft Office suite, including Outlook, Word, PowerPoint and Teams.
- Experience forming positive professional relationships with a variety of stakeholders.
- Relevant degree and/or professional qualification, e.g. The Chartered Governance Institute (formerly ICOSA), law, accountancy, audit, business management or QBEA clear and professional communicator.
- The ability to act with impartiality and discretion at all times.
- The ability to respectfully challenge behaviours or decisions.
- The ability to seek out own learning and ask for support where necessary.
- A commitment to personal learning and adaptability to change.
- Competence at organising their time and working deadlines.
- Maintain integrity and impartiality in the workplace.
- A flexible approach to managing working hours to meet the needs of the Governing Body and its committees.
- Have an openness to learning and change.
- The ability to act with detachment and impartiality in order to serve the best interests of the Board and the Senior Management Team. Be invested in the success of the College and demonstrate commitment to being part of a successful team.
- Maintain integrity and impartiality in the workplace.
- Be sympathetic to the needs of others.
- Have an openness to learning and change and have initiative and self-motivation.
- Be invested in the success of the College and demonstrate commitment to being part of a successful team.
- Able to work at time convenient to the Corporation, including evening meetings.
- Able to travel to meetings across the College's geographical area.
- Available to be contacted at mutually agreed times.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Head of Governance – September 2023