

Job Description and Person Specification

**Head of Governance and Legal
Services**

April 2021



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Vision, Mission and Values

Vision

Our vision is:

To offer students from all backgrounds the opportunity to define and pursue success through education.

Mission

Our mission is to:

Grow a diverse and dynamic academic community that values curiosity, creativity and critical thinking.

Nurture a culture that rewards kindness, excellence and accountability to each other, our communities and the world.

Inspire and support our students and staff to achieve their full potential and make valuable contributions to society.

Values

Our values are:

Be inclusive

Welcome difference as a source of strength and enrichment.

Be curious

Ask questions. Be open to new ideas. Yearn to learn.

Show courage

Challenge yourself. Dare to think differently. Stand up for what's right.

Make things happen

Take ownership. Act responsibly. Get things done.

Don't be mean

Talk straight. Don't play games. Treat people well.

About the Post

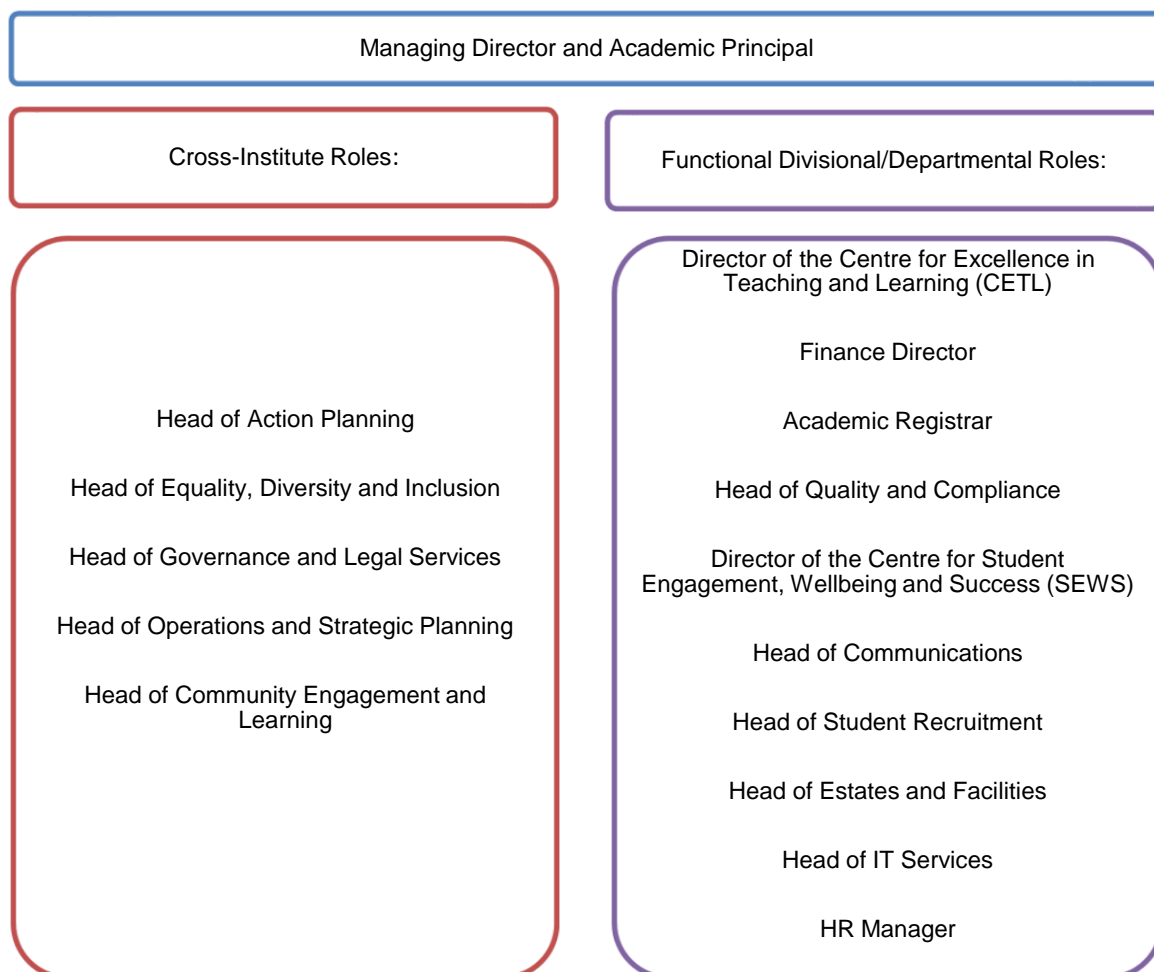
We are a higher education provider, regulated by the Office for Students, and we deliver undergraduate degrees in accounting, business and law. We currently have c. 70 members of staff and 1,000 students, with plans to progressively increase student numbers to c. 2,000.

We pride ourselves on providing disadvantaged and underrepresented students with access to a transformative higher education experience. We recruit students that have the potential, aptitude, attitude and aspiration to succeed. This is key to us fulfilling our broader vision of offering students from all backgrounds the opportunity to define and pursue success through education.

We are expanding the number of cross-Institute positions on our Senior Management and Leadership Team (SMLT) as follows, with appointees expected to start by no later than 1 September 2021:

- Head of Action Planning [this post has already been filled and the appointee will start on 21 June 2021]
- Head of Governance and Legal Services
- Head of Operations and Strategic Planning
- Head of Community Engagement and Learning

The SMLT membership will be as follows from 1 September 2021:



SMLT Membership from September 2021

We have bespoke Articles of Association, with some entrenched provisions, and a separate Corporate and Academic Governance Framework (that incorporates a Scheme of Delegation); see: <https://www.bil.ac.uk/gem/section-1/>.

We map our corporate and academic governance arrangements against the CUC's Higher Education Code of Governance. Our first external review of our governance arrangements will conclude in July 2021.

The Head of Governance and Legal Services is a newly created senior-level post, reporting directly to the Head of the Institute (the Managing Director and Academic Principal).

The Head of Governance and Legal Services will:

- Lead on governance, to include undertaking the role of Company Secretary to the Board of Directors, and its Audit Committee, Remuneration Committee and Nominations Committee.
- Oversee the Institute's approach to risk management and ensure it remains fit-for-purpose, and maintain the Corporate Risk Register.
- Provide legal advice to the Board of Directors and other bodies/individuals within the Institute, and proactively contribute to the development and operation of the Institute's pro-bono Law Clinic, to include the supervision of student and professional volunteers.
- To serve as the executive lead for Health and Safety, operational implementation being the responsibility of the Estates and Facilities Department.

Job Description

Job Title:	Head of Governance and Legal Services
Salary:	As a member of the SMLT, the salary will be determined by the Board of Directors' Remuneration Committee
Hours of Work:	37.5 hours per week Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies] Additional work may be required outside of the normal working hours without additional pay
Working from home:	This postholder is required to work on-site each working day However, occasional working from home may be permitted at the line manager's discretion provided it does not exceed one working day in any week; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
Holidays (Paid):	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
Pension:	Contributory pension scheme Full details are available from the Finance Department
Main purpose of the role:	Lead on governance, to include undertaking the role of Company Secretary to the Board of Directors, and its Audit Committee, Remuneration Committee and Nominations Committee Oversee the Institute's approach to risk management and ensure it remains fit-for-purpose, and maintain the Corporate Risk Register Provide legal advice to the Board of Directors and other bodies/individuals within the Institute, and proactively contribute to the development and operation of the Institute's pro-bono Law Clinic, to include the supervision of student and professional volunteers To serve as the executive lead for Health and Safety, operational implementation being the responsibility of the Estates and Facilities Department
Reporting to:	Managing Director and Academic Principal
Location:	7 Bedford Square, London, WC1B 3RA

Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's vision, mission and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion (EDI) Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Be an active member of the Senior Management and Leadership Team, providing written and verbal reports as required, and contributing to Institute-wide operational and strategic developments.
- Assist the Managing Director and Academic Principal to lead the Institute to achieve its strategic ambitions and to deliver its strategic goals as per the Strategic Framework.
- Lead and manage members of the Senior Management and Leadership Team, as required by the Managing Director and Academic Principal, providing effective, personal leadership to ensure capacity, capability and resilience in the delivery of the Institute's strategic goals.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams, leading by example.
- With regards to **Governance**, to include the following:
 - Undertake the role of Company Secretary to the Board of Directors, and its Audit Committee, Remuneration Committee and Nominations Committee.
 - Maintain, interpret and apply the Institute's Articles of Association, and Corporate and Academic Governance Framework (that incorporates the Scheme of Delegation).
 - Ensure that the Board of Directors and its committees receive appropriate high-quality and timely papers, information, analysis and advice.
 - Oversee and coordinate the implementation of actions arising from decisions of the Board of Directors and its committees.
 - Ensure effective dissemination of decisions of the Board of Directors and its committees.
 - Provide advice to members of the Board of Directors, serve as a link between the executive/management and non-executive directors, and provide such support as may be required by the Chair of the Board of Directors.
 - Coordinate and support the recruitment of new non-executive directors, and oversee their induction.
 - Provide all directors (executive and non-executive) with appropriate developmental opportunities related to their role as directors.
 - Coordinate and oversee the annual appraisal of all directors (executive and non-executive).

- Lead on periodic internal and external reviews of the Institute's Articles of Association, and Corporate and Academic Governance Framework.
- With regards to **Risk Management**, to include the following:
 - Oversee the Institute's approach to risk management and ensure it remains fit-for-purpose, working closely with the Head of Action Planning and the Head of Quality and Compliance.
 - Maintain the Corporate Risk Register.
 - Work with the Finance Director to ensure that the Institute has an effective internal audit function that will enable the Board of Directors, Audit Committee and management to be provided with the necessary assurances.
 - To oversee the Institute's Ethics Policy that includes a whistleblowing policy, and oversee any investigations.
- With regards to **Legal Services**, to include the following:
 - Advise the Board of Directors and other bodies/individuals within the Institute on the impact of existing, forthcoming and potential legislation and work with the Head of Quality and Compliance to oversee and coordinate the Institute's response to actual or potential changes in the external policy or regulatory framework (to include that of the Office for Students).
 - Provide legal advice to the Board of Directors and other bodies/individuals within the Institute.
 - Manage and direct the provision of external legal advice and services, ensuring value for money.
 - Manage and direct any legal action taken by or against the Institute, contracting external legal specialists as required, ensuring value for money.
 - Ensure effective and timely responses to the Office of the Independent Adjudicator.
 - Work with the Head of Quality and Compliance to oversee the Institute's compliance with all relevant legislative and regulatory requirements, and ensure that those responsible for any element of compliance have effective systems and processes in place to secure compliance.
 - Work with the Head of Quality and Compliance to ensure we develop and maintain a framework for securing compliance with data protection and freedom of information legislation.
 - Work with the Head of Equality, Diversity and Inclusion to ensure compliance with the Prevent Duty, and to ensure all members of the Institute's academic community (for example, students, staff and directors) are able to exercise freedom of speech and academic freedom within the law.
 - Oversee the filing of all returns to regulators.
 - Proactively contribute to the development and operation of the Institute's pro-bono Law Clinic, to include the supervision of student and professional volunteers.
- With regards to **Health and Safety**, to include the following:

- To serve as the executive lead for Health and Safety, operational implementation being the responsibility of the Estates and Facilities Department.
- Work collaboratively with all members of staff.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation.
- In addition to the above tasks, to undertake any other tasks as directed by the Managing Director and Academic Principal (or nominee).

The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.

Person Specification

Essential criteria [i.e. the criteria that an applicant must satisfy]

Qualifications

- Qualified as a Chartered Legal Executive, Solicitor or Barrister.
- Associate of the Chartered Governance Institute (ACG) or an equivalent professional body [or a willingness to achieve such status].

Experience and attributes

- Track record of motivational and creative leadership with the ability to engage with, and motivate, staff and other stakeholders at all levels.
- A proven level of successful executive management experience.
- A good understanding of higher education within the UK, including how the Office for Students regulates higher education within England.
- A detailed understanding of governance and best practice in corporate and academic governance.
- Experience of ensuing compliance with complex and dynamic legislative and regulatory requirements.
- Experience of providing legal advice and case management of legal cases (contentious or non-contentious).
- Ability to supervise student volunteers in the provision of legal advice through the Bloomsbury Law Clinic.
- Knowledge and experience of effective risk management.
- An understanding of the main elements of effective health and safety management.
- Awareness and understanding of the regional and national political scene.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

Personal qualities

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.

- Commitment to living the Institute's values: Be inclusive; Be curious; Show courage; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's vision and mission.
- Genuine commitment to equal opportunities, widening participation, and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]

Qualifications

- Fellow of the Chartered Governance Institute (FGA) or equivalent professional body.
- Three years post qualification experience as a Chartered Legal Executive, Solicitor or Barrister, with a current practising certificate [the Institute will cover the costs of the practising certificate and any professional body CPD requirements].

Experience and attributes

- None.

Personal qualities

- None