

## JOB DESCRIPTION

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<b>Post Title:</b>	<b>Governance Professional</b>
<b>Salary Range:</b>	<b>£69,675 pro rata, per annum</b> <i>£52,727.03 per annum - Salary estimation based on 28 hours per week, 52 weeks per year</i>
<b>Reports to:</b>	<b>Chair on behalf of the Corporation</b>
<b>Contract:</b>	<b>Permanent / Part Time / All Year Round</b>

### PROTECTION OF CHILDREN AND YOUNG PERSONS (THE CHILDREN'S ACT 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

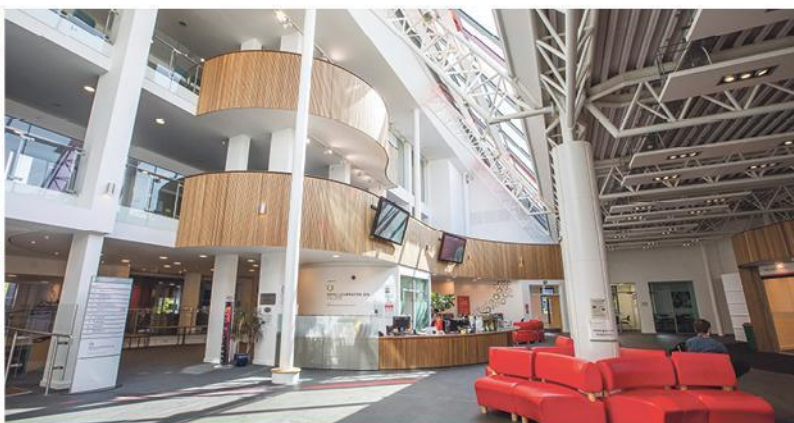
This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

### BACKGROUND TO THE POST

The ideal candidate will be 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 Corporation, its committees and its subsidiaries.

The Governance Professional is a strategic leadership position responsible for ensuring high standards of governance, and as such you will have rights to attend Senior Team Meetings and take appropriate action if and when the Corporation, its Chair 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.



You will provide leadership, advice and support in all governance activities, statutory and regulatory compliance and external governance relations, support the Corporation and its members in evaluating their effectiveness and give advice to the Corporation on developments within the sector. Additionally you will lead and oversee internal audit arrangements for the Corporation and its committees, support the Corporation and its members in evaluating their effectiveness and gives advice to the Corporation on developments within the sector, and be proactive in keeping abreast of current and emerging guidance and legislation and advising governors accordingly.

This post is accountable to the Corporation, through the Chair, on all matters relating to his or her duties as an officer of the Corporation and acts as Company Secretary to the College subsidiaries (where applicable).

## **MAIN RESPONSIBILITIES**

- To promote sound standards of governance and act as a guardian of integrity
- Review legislative and regulatory developments and advise the Corporation and Committees accordingly
- Independently brief the Chair and Governors on current issues and support liaison between the Chair, the Principal and Governor
- Giving advice and support to the Chair, Vice Chair, Committee Chairs and Senior Team in their respective roles
- Draft all statutory documentation on behalf of the board
- Liaise competently with external counterparts and relevant statutory bodies
- Membership of project groups on structure or financing reorganisation, acquisitions and disposals
- Manage the administrative aspects of Board 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.
- Lead on and facilitate the recruitment of Governors to ensure the membership of the Board comprises the appropriate balance of skills, knowledge and experience
- Lead on the training and development of the Board
- Support the production of key corporate publications including the Annual Report and Accounts
- Work with senior leaders to ensure clear and timely papers which meet Board requirements and support effective decision making

**The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.**

## **HEALTH AND SAFETY**

To ensure a safe working environment for colleagues, students and visitors in line with the HASAW Act and the College Health and Safety Policy.

## **SAFEGUARDING**

Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

## **ANNUAL LEAVE**

The annual leave entitlement will be 35 days pro rata per annum (28 days) plus a pro rata 8 statutory Public & bank Holidays (6.5 days) and a pro rata 4 College closure days (3 days).

## **HOURS OF WORK**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 28 hours per week.

## **PLACE OF WORK**

This position offers a hybrid working arrangement. The successful candidate will be expected to attend Executive meetings, full Board meetings (usually early evening four times per year), Board Strategy day/s, meetings involving the Chair, CEO, and Principal, as well as any meetings mandated by Ofsted, the Department for Education, and similar entities in person.

## **OFFERS OF WORK**

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

## **EMPLOYEE BENEFITS**

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working.
- Generous annual leave entitlement plus up to 4 free College Closure days a year.
- Comprehensive training programme.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Free on-site gyms at most colleges.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Discounted hair & beauty treatments in our college salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Staff discounts in our Plant Centre at Pershore College.

## PERSON SPECIFICATION

### Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

**Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.**

		How Measured	
Attainments		Application Form	Interview
<b>Essential</b>	Relevant degree and/or professional qualification, e.g. The Chartered Governance Institute (formerly ICSA), Law, Accountancy, Audit, Business Management	✓	
	Post qualification experience.	✓	
	Experience of working in a Company Secretarial or similar senior capacity with exposure to board level interaction		✓
	Corporate governance experience.	✓	✓
	Management experience	✓	✓
	Excellent communication and interpersonal skills, both written and verbal		✓
	Strong organisational skills and personal resilience		✓
<b>Desirable</b>	Experience in the education sector - FE and HE particularly		✓
<b>Skills and Knowledge:</b>			
<b>Essential</b>	Expertise and confidence to operate independently of the senior management team and to provide advice which is unbiased and impartial		✓
	High-calibre, confident individual with proven ability to manage complicated projects, excellent drafting skills, high levels of autonomy and a proactive approach		✓
	A methodical and meticulous approach		✓

	Ability to prioritise and to keep to deadlines within a challenging environment		✓
	Ability to rapidly develop confidence and trust with people throughout the organisation		✓
	Ability to grasp complex issues and to show sound judgement		✓
	A team player who is self-motivated and able to work autonomously		✓
	Ability to develop strong working relationships and partnerships.		✓
	Resilience and confidence to speak truth to power		✓
	Achieving goals through influence		✓
	Committed to the Nolan principles		✓
	Committed to excellent governance		✓
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.		✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.		✓
	Ability to demonstrate behaviours which support the Core Values of the College.		✓

**Applicants should apply by sending a copy of their CV to [jobs@wcg.ac.uk](mailto:jobs@wcg.ac.uk)**

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.