

[Governance- Central Services]

JOB DESCRIPTION

JOB TITLE	Senior Governance Officer	GRADE	7
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BASIC JOB PURPOSE

To ensure that the governance arrangements across the trust remain complaint and operate with efficacy. The postholder's work will be focussed on the work of Trust Board and its primary committees, school-level Local Governing Boards (LGBs), and ad-hoc panels. The main responsibilities for the Senior Governance Officer are:

MAIN RESPONSIBILITIES

1	Manage and support the delivery of the Trust's annual calendar of meetings. Ensure that appropriate and effective administrative and clerking arrangements are in place for Board and Committee meetings.
2	Serve as clerk and governance professional to the Trust Board and committees, LGBs and specialist panels. This will include offering advice and guidance in addition to the production and publication of minutes and actions to serve as an accurate record for each meeting, within the agreed timescales.
3	Maintain accurate records and registers for trustees, governors and others involved in governance across the Trust. This will include the maintenance of data on internal and external databases (e.g. Governor Hub, NGA membership, GIAS, Trust website)
4	Support the relevant Boards in maintaining records of policies and other procedural documents and ensure that these are accessible. Where appropriate provide advice and guidance to users.
5	Support the recruitment, induction and training of volunteers involved with governance. This will include offering advice and guidance on governance arrangements, directing volunteers towards appropriate training resources and assisting with trust governance conferences.
6	Support the Director of Quality and other members of the governance team develop appropriate procedures and resources that deliver effective governance throughout the Trust. This will include the development and maintenance of policy and procedure documents and governance handbooks.
7	Maintain positive working relationships and support effective communication between and across all layers of governance. This will include trustees, governors, trust staff and senior school leaders.
8	Take responsibility for managing the Trust's complaint processes that require governor involvement.
9	Support the Director of Quality and others undertake periodic reviews of governance performance.
10	Be an active member of the governance team and contribute to the delivery of a high-quality service across the trust and its schools.
11	Undertake personal development to ensure that skills and knowledge are maintained at the level necessary to deliver a high-quality service.
12	Provide general clerical/administrative support and respond to routine correspondence.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.

The postholder will be subject to a satisfactory DBS check and their agreement to adhere to the principles of public life (the Nolan Principles)