



# Job Description

**Job Title: Governance Officer**

**Reporting to: Chief Operating Officer**

**Grade: POC**

## **Overall purpose of the post:**

The Governance Officer will work closely with the Chair, Chief Executive and the Board of Directors to ensure that the Trust has in place sound integrated governance policies, procedures and structures and that it complies with all of its legal, constitutional and regulatory requirements.

The post holder will play a key co-ordinating role within the Trust and use their initiative to identify opportunities to support and streamline the work of the Board of Directors and its committees, Academy Councils and Executive.

The post holder will act as the trust's Data Protection Officer, supporting compliance at all levels of the organisation with relevant data protection and information security legislation and best practice.

## **Main duties and responsibilities:**

### Board Secretary

- Provide comprehensive advice and support on legal matters, matters of procedure, regulatory frameworks and corporate governance to the Board of Directors, their sub committees and Academy Councils (as required).
- Support the Chair in arranging and delivering Director and Governor Induction and development programmes where appropriate.
- Responsible for the effective meeting arrangements of the Board of Directors and their sub committees, including managing committee intercommunication and forward agenda planning.
- Provide high level administrative support to the Chair of the Board, supporting them to be effective and efficient in their role.

### Maintenance of Registers

- Be responsible for ensuring that all registers, including for interests, gifts and hospitality, are maintained and documents published in accordance with the Academies Financial Handbook and legal/regulatory requirements.

## Data Protection and Freedom of Information

- To develop, implement and monitor standards, processes and systems to ensure all responsibilities associated with data protection and GDPR are adhered to across the Trust.
- To provide training and awareness sessions/materials, so that staff are made aware of their statutory responsibilities for handling information and any changes in legislation/ updated policies and procedures.
- To oversee data record keeping, including the relevant Privacy Notices and advise stakeholders to ensure that relevant inventories and registers of processing operations are accurately recorded and maintained across the Trust.
- To have oversight of the Trust's responses to freedom of information requests and data subject access requests, maintaining records and ensuring compliance with legislation and MAT procedures when providing responses.
- To act as first line of response and co-ordinate incident management process in the event of a data protection breach.

## Academy Councils

- Support the clerks' to the academy councils with training and advice to ensure that their meeting run effectively and efficiently.
- Ensure the provision of advice to the Academy Council chairs, including interpretation of policies/procedures, decision making within the Trust's Scheme of Delegation.
- Support the Chairman to ensure effective communication with the Chairs of Academy Councils and support the induction process and training for Governors.
- Act as Clerk to Stage 3 Complaint Hearing that involve a panel of Academy Council members, including communication with the complainant, arranging the hearing, advising the panel on policy matters and communicating the final outcome.

## Policy Management

- Analyse guidance and formulate policies and procedures as required in response to changes in legislation, best practice and timetabled policy reviews.
- Provide direction to colleagues across the Trust who are responsible for policy reviews in line with the trust's timetable.
- Ensure that policy implementation plans are generated and implemented for all new or revised policies, reporting to the Executive on non-compliance.

## Other

- To carry out other tasks, commensurate with the seniority of the post, which will be allocated over the duration of the contract of employment.

- To participate fully in the Trust Team Briefing system and the team, professional and personal development activities and promote a commitment to continuous development and improvement.
- To participate fully in the Trust's appraisal process and work to achieve agreed set objectives.
- To undertake mandatory training on child safeguarding and data security, ensuring that they understand how to identify and report safeguarding concerns.

#### GENERAL RESPONSIBILITIES:

#### POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Conduct for Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

#### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

#### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.