

Job Description

Job Title	Governance, Risk and Compliance Manager
Grade/Salary	Grade 10, Scale Range 32 – 35 (£36,371 - £39,571 per annum)
Reporting to	Chief Financial Officer

Job Purpose

- To work with the Chair of the Trust/Chairs of School Performance Review Boards (SPRB's), the Trust Executive Leadership Team and the schools' senior leadership teams to design, implement and support the highest quality governance across the Trust;
- To develop the infrastructure to facilitate seamless reporting mechanisms between the CEO, SPRB's, Board Committees and the overarching Trust Board by leading on strong assurance, accountability and regulatory compliance;
- To work to high ethical standards to ensure integrity in all aspects of delivery.
- Ensure statutory compliance of policies, published information and statutory guidance/law.

Key Responsibilities and Accountabilities

Governance Framework

- Act as the designated governance professional for the Trust.
- Liaise as required in the capacity of governance professional (Clerk to the Trust Board) with the DfE, Ofsted and ESFA.
- Review the governance scheme delegation and ensure policies and procedures are reflected accurately.
- Ensure the governance framework, planned business and activities are compliant with The Governance Handbook and The Academies Trust Handbook.
- Review and manage the business process for the Trust Board and its committees through the development of a business and meeting cycle.
- Maintain the Trusts statutory minutes, making them available as requested for public inspection.
- Work closely with the Trust Board to ensure that all Trust business is actioned and completed.
- Ensure governance information is kept up to date on Trust and school websites, and external sources e.g. Get Information About Schools (GIAS).
- Act as the main point of contact for all governance queries and requests.
- Maintain and report on the actions log for Trust Board and its committees.
- Undertake DBS checks for all in governance.
- Maintain and update the single central record for Trustees and SPRB members.
- Ensure governance information is accurately published on the Trust and school websites.
- Support Trustees where required with Ofsted or other external inspections.
- Access appropriate external legal advice, guidance and support as necessary, working with established national groups such as CST/NGA/New Schools Network.

Clerking and Support (supported by the PA to the CEO and ELT)

- Maintain accurate and complete records of Trust governance including memberships, agendas, minutes and accompanying papers.
- Translate the annual planner into agendas, report templates and manage communication with colleagues to ensure papers are produced in an accurate and timely way.
- Overseeing the diarizing of meetings of Members, Trust Board and its committees, calling meetings on proper written notice and distributing agendas, minutes and supporting papers.
- Be responsible for the preparation, delivery and clerking of all Members, Trust Board meetings, Committees, and ensure quality delivery of SPRB meetings.
- Support the Clerk to SPRB in terms of the conduct of business and smooth operation of SPRB meetings.
- Be responsible for the development and standardisation of reporting formats across the Trust and Committee meetings.
- Ensure accurate minutes are taken in line with good practice, summarising key points of discussion/action, highlighting agreed actions in a timely manner to prompt delivery.
- Maintain an action log to support the Executive Leadership Team to address any actions assigned to them, in liaison with the PA to the CEO and ELT.

Memberships and Communication

- Provide an administrative service for Members of the Trust, providing communication from the Trust Board to Members after each meeting of the Trust Board.
- Be responsible for administering those procedures which have been approved by the Trust for making certain information available to the public in accordance with the principle of transparent and open accountability, including maintaining:
 - A register of Members.
 - A register of Members' interests.
 - Ensuring that the registers and the current Articles of Association are made available for public inspection.
- Undertake regular skills audits of Trustees and SPRB members.
- Be responsible for the succession planning including planning for recruitment of new Members, Trustees and SPRB members in conjunction with the CEO, Chair of the Trust Board and the Trust Executive Leadership Team.
- Be responsible for induction and training of new Members, Trustees and SPRB members by maintaining a training log, signposting stakeholders to training at specific organisations and running induction sessions for new Members/Trustees/SPRB members and the Executive Leadership Team.
- Advise SPRB's in governance matters e.g. selection of Chairs, election processes for staff and parent SPRB members.
- Signpost Members, Trustees and SPRB members to relevant communications/newsletters to help fulfil their role.
- Ensure effective communication between SPRB's and the Trust Board.

Risk, Compliance and Regulations

- Oversee risk management throughout the Trust.
- Prepare an annual risk management report including the evaluation of controls effectiveness.
- Manage and maintain the Trust's strategic risk register in liaison with the Chief Financial Officer, Chief Executive Officer and the Trust Board.
- Support Headteachers to maintain operational risk registers and risk reporting to the Executive Team and SPRB's.
- Provide information to Audit and Risk committee (ARC) on the operation of the Complaints Procedure liaising with Chairs of SPRB's as required.
- Develop a policy schedule and quality assurance process to ensure policy documents meet required standards, and establish the business cycle for review; coordinating and updating policies as required.
- Monitor compliance with key statutory policies and procedures.
- Produce an annual report of the Audit and Risk committee.
- Produce reports for Audit and Risk committee on compliance with statutory requirements.
- Support the process of self-evaluation and compliance activities.
- Work with the Chief Financial Officer and Director of Operations regarding internal audits as required, ensuring that any recommendations are implemented.
- Support new schools joining the Trust to ensure that all Trust policies, procedures and practices are implemented to plan.
- Ensure compliance with relevant legislation and statute on academy governance, and advise relevant parties on any change.
- Report to Audit and Risk committee on the compliance with statutory activities and law.
- Assist the Chair of Audit and Risk committee to develop the internal audit 3-year plan.
- Maintain, monitor and report to Audit and Risk committee on the progress of internal and external audit management actions.

Data Compliance Responsibilities

- Service as the primary point of contact for queries within the Trust, responding to freedom of information (FOI) and subject access requests (SAR), leading on and/or supporting responses as required.
- Serve as the data protection officer (DPO) in conjunction with the services provided by third party providers.
- Implement measures and a privacy governance framework to manage data use in compliance with the General Data Protection Regulation (GDPR), including developing templates for data collection, assisting with data mapping and management reviews.
- Work with key internal stakeholders, particularly the Director of Operations and IT managed service provider, in the review of projects and related data to ensure compliance with data privacy laws, and where necessary, complete and advise on privacy impact assessments.
- Work with key executive leaders to develop a systematic filing and archiving routine for data.
- Serve as the primary point of contact and liaison for the Information Commissioners Office (ICO) and other EEA Data Protection Authorities on all data protection related matters under GDPR.

- Ensure compliance with Binding Corporate Rules (BCR).
- Ensure the Trust Board has strong assurance processes to report on compliance.
- Advise the Trustees on training/updates as periodically required.
- Manage and conduct on-going reviews of the Trust's Privacy Governance Framework.
- Monitor changes to data privacy laws and make any recommendations to the relevant committee and/or the Trust Board.

Responsibilities for People (Line Management)

- None.

Responsibilities for Resources

- Effective use of materials and resources.

Responsibilities for Budgets

- None.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school- focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required.
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	A relevant degree or relevant professional qualification in business administration or governance.	D	✓	
2.	Educated to A-Level or equivalent with a grade C or equivalent in GCSE English and Mathematics.	E	✓	
3.	Willingness to complete further accreditations/qualifications appropriate to the post.	E	✓	✓
Experience				
4.	Experience of the development of policies and procedures.	E	✓	✓
5.	Experience of providing advice and support to key stakeholders on good practice regarding compliance measures.	E	✓	✓
6.	Experience of working with and supporting a senior team and/or board/committee providing high quality advice and guidance.	E	✓	✓
7.	Experience of working within a compliance framework.	E	✓	✓
8.	Evidence of developing agendas, recording taking and following up actions.	E	✓	✓
9.	Experience of working with legal advisers and providing concise updates to Trustees and the CEO on complex issues.	D	✓	✓
10.	Experience of interpreting data to include in reports for a variety of audiences including Trustees and the Executive Leadership Team.	D	✓	✓
11.	Experience of working work under pressure and to deadlines.	E	✓	✓
Abilities, Skills and Knowledge				
12.	Knowledge of the Governance Framework and handbook for a multi-academy Trust.	E	✓	✓
13.	Knowledge of risk management policies and procedures and their application.	D	✓	✓
14.	Ability to build effective working relationships with colleagues at all levels.	E	✓	✓

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
15.	Understand of relevant legislation and regulatory requirements underpinning the education and academies sector.	E	✓	✓
16.	ICT literate with a working ability to use the Office 365 product suite.	E	✓	✓
17.	Ability to deliver a high quality administrative and clerking service to the Trust Board and its committees.	E	✓	✓
18.	Ability to interpret discussion and produce clear, concise records of the meeting.	E	✓	✓
19.	Ability to devise administrative systems which supports information retrieval and dissemination.	E	✓	✓
20.	High levels of integrity and confidentiality.	E	✓	✓
21.	Excellent accuracy, attention to detail and organisational skills.	E	✓	✓
22.	Flexible approach and a strong work ethic.	E	✓	✓
23.	Knowledge of GDPR/FOI legislation and the ability to ensure compliance across the organisation.	E	✓	✓
24.	Ability to work under pressure, with accuracy, unsupervised on own initiative.	E	✓	✓
Personal Qualities				
25.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	E	✓	✓
26.	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	E	✓	✓
27.	Prioritisation, multi-tasking, time management and organisational skills providing the flexibility to deliver to demanding deadlines with minimal supervision.	E	✓	✓
28.	Resilience and high personal standards.	E	✓	✓
29.	Adaptability to changing circumstances/new ideas.	E	✓	✓
30.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	✓	✓
31.	High expectations for self and others and a strong commitment to delivering the guiding principal of the Trust.	E	✓	✓
32.	Ability to maintain high levels of confidentiality.	E	✓	✓