

Job description and person specification

Director of Governance and Policy – Company Secretary

The Beckmead Trust



Job Description

Job title	Director of Governance and Policy – Company Secretary
School/Service	The Beckmead Trust
Department/Team	Executive Team
Reporting to	Managing Director / Deputy CEO
Contract type	Permanent
Term	36 hours a week / 52 weeks per year
Grade	L13 – L18 (Outer London) depending on experience
Salary	£70,873 - £79,629 per annum
Location	Hybrid with regional travel

Purpose of the role

The primary purpose of the Director of Governance and Policy is to ensure that all layers of The Beckmead Trust's governance arrangements operate as a coherent whole. This is a strategic leadership position responsible for keeping the 'conscience' of The Beckmead Trust active and well informed. The post holder will ensure compliance with regulatory requirements, communicate risk and consolidate local governance arrangements to provide robust challenge and support for the Trust and its constituent parts.

The postholder will be the lead in the Trust for ensuring high standards of governance including the smooth and efficient administration of the Trust Board and its Committees, as well as advising the Chair of the Board and Executive colleagues on governance process and practice. The post holder will also act as The Company Secretary.

They will oversee compliance with regulatory and legislative governance requirements, ensure the Board's decisions are acted upon, are in accordance with the Memorandum and Articles of Association, and continue to provide public benefit. At academy and school level the postholder will be proactive and creative in identifying where governance is working well but also where interventions may be required.

They will build strong relationships with Headteachers, Chairs, Trustees, Governors and Members, ensuring governance at each academy and school is fully 'Ofsted-ready'. As the Trust's Governance and Policy expert the postholder will design and roll-out a professional governor training programme, and also lead on governor recruitment and retention, with a licence to be innovative in attracting high calibre volunteers.

This is a role with several elements: the need to provide strategic leadership as well as operational management; to be innovative and creative in developing system-leading governance for The Beckmead Trust, whilst also ensuring statutory and regulatory

requirements continue to be met; to be an expert on the theory and approach to governance with the ability to implement and safeguard high standards of challenge and support; and to be equally comfortable operating at central as well as local level whilst ensuring all elements of governance combine to support driving improvements in standards across The Beckmead Trust.

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the Director of Governance and Policy will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.

1. To support the efficient and effective operation of the The Beckmead Trust Board and its Committees, ensuring that Board business continues to drive the successful delivery of The Beckmead Trust's strategic objectives:

- Secretary to the The Beckmead Trust Trustee Board and its Committees including all local governing bodies
- Responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, Board reporting, and ensuring actions are followed up accordingly.
- Provision of strategic governance and policy advice to the Board Chair and other Trustees as well as being the first point of contact on Board business.

2. To lead on maintaining robust corporate governance across The Beckmead Trust, including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations:

- Advising the Chair, Chief Executive / Deputy Chief Executive and other Trustees and Members on key matters of regulatory and statutory importance
- Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency
- Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as The Beckmead Trust operational procedure.
- Working closely with the Executive Board to maintain currency of format, content and drafting of all policies, statutory reports and annual reviews
- Ensuring an appropriate skills mix at Board level through maintaining Board membership, and managing new appointments and their induction. To include

accordance with the Articles of Association

- Managing and maintaining The Beckmead Trust's Strategic Risk Register and risk management policy in conjunction with the Chief Executive, Deputy Chief Executive and Directors and the Chairs of relevant Committees.
 - Work in conjunction with The Beckmead Trust's legal advisers to ensure all other regulatory obligations continue to be fulfilled
-

3. To drive The Beckmead Trust's development of system leading governance arrangements through ensuring high standards of local challenge and support, and enabling all layers of governance to function as an effective and coherent whole.

- Ensure a high standard of local academy challenge and support in The Beckmead Trust schools through knowing how all local arrangements are working, standardising good practice and identifying where local interventions are necessary
 - Oversee the linkages between the various layers of The Beckmead Trust governance – local, regional and Trustee – so that information flows efficiently both ways, including managing annual strategic events for Members, Trustees, Headteachers, and local Chairs
 - Build proactive and productive working relationships with Headteachers, local Chairs, and local governors, and act as troubleshooter for governance issues across all academies and schools
 - Lead recruitment and retention of local governors
 - Lead on embedding The Beckmead Trust's new governance handbook, code of conduct and local governance terms of reference across the whole Trust
-

4. To work collaboratively with other key Beckmead Trust functions so that Governance and Policy within the Trust supports and enables the delivery of The Beckmead Trust's strategic objectives

- Support due diligence activity for new academies potentially joining The Beckmead Trust by leading on the Trust's RED LINE document to ensure transparency for Trustees.
- Lead on coordination of key policies across The Beckmead Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies
- Ensure local governance complements school improvement activity by working alongside the Executive team and Headteachers to ensure local arrangements are providing robust support and challenge for school action plans

Data Protection

- Being aware of the Trusts legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining records and archive systems in accordance with Trust procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

Confidentiality

This will involve treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the Trust's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Person Specification

Attributes	Criteria
Experience	<p>Extensive experience of supporting and advising Boards and their senior committees, with direct corporate governance experience preferably gained within a regulatory environment</p> <p>Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives</p> <p>Strong track record of successfully making strategy a reality, delivering demonstrable improvements to processes and practice</p> <p>Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of weakness</p> <p>Evidence of successfully building relationships with internal and external stakeholders at all levels in order to implement the highest possible standards of governance practice</p>
Qualification	<p>Graduate or equivalent experience - governance related qualifications / courses completed (NGA etc)</p> <p>Ideally have been an academy or school governor, worked closely with school governors and/or Academy trustees or worked in an equivalent public sector organisation</p>
Knowledge, Skills and Abilities	<p>An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and Non-Executive</p> <p>Thorough knowledge of governance in the education sector, including latest MAT best practice, plus DfE and ESFA requirements - or willingness to undertake specific training on the above</p> <p>The ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary</p> <p>Ability to convey complex information with clarity, including writing concise and effective Board papers</p> <p>Excellent planning and organisational skills</p> <p>Strong interpersonal skills coupled with high levels of emotional resilience and the ability to act diplomatically and with tact</p> <p>Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations</p>
Person Specification	<p>Completed by the recruitment team and signed off by the Head of HR</p>

	<p>communication to the audience</p> <p>A highly-motivated strong self-starter able to work independently</p> <p>Builds good working relationships and has strong interpersonal skills with the ability to work well with people at all levels</p> <p>A diplomatic approach and the confidence to provide support and challenge to high-profile staff and board members</p> <p>Well organised with a meticulous eye for detail</p> <p>Integrity and discretion when handling confidential information</p> <p>Ability to prioritise work and work well under pressure and to deadlines</p> <p>Demonstrates leadership across geographical and organisational boundaries</p> <p>Confident with ICT – ease with using GoogleWorkspace</p> <p>Takes ownership for personal development and can demonstrate ongoing CPD relevant to the role</p>
<p>Additional Requirements of the Role</p>	<p>Availability to work at variable times with Trustees and Regional Board members, with some occasional evening meetings and calls.</p> <p>Able to travel to meetings within the areas where the Trust operates, including occasional overnight where necessary</p>

This job description may be amended at any time in consultation with the postholder.