



JOB DESCRIPTION

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| JOB TITLE: | Governance Officer |
| LOCATION: | Regional Office or Academy Base |
| REPORTING TO: | Governance Manager |
| CONTRACT: | Permanent Full-time (37.5 hours per week, 52 week per year). |

Role Description:

The overall purpose of the Governance Officer is to provide a full range of administrative support and services in the Governance function. The role will work within to provide an excellent service to all stakeholders. The post-holder will deliver a high quality, proactive and efficient service reporting to the Governance Manager and working closely with colleagues within the trust to provide a proactive, supportive and holistic service. The post-holder requires a broad understanding of current issues and projects in order to use his/her judgement of how to deal with enquiries as they arise. The post calls for a high degree of autonomy, initiative, judgement, confidentiality and discretion. The post is essentially one of organisation and communication between internal contacts with responsibility for overseeing and delivering governance as well as key external contacts as required.

Main Responsibilities and Accountabilities:

Professional Support

- To deliver responsive and innovative solutions which respond to current and future requirements and assist in achieving efficiency and a quality service.
- To provide high quality, professional support to the executive leadership team, extended executive leadership team and academy colleagues in the delivery of governance.
- To proactively work with executive leadership team, extended executive leadership team and academy colleagues in the delivery of effective services using existing processes or by delivering alternative focused solutions which represent value for money and meet governance obligations.
- To deliver continuous improvement through the work which is conducted individually and as part of the team, regularly seeking feedback from managers as to how the service could be improved.

Performance Management

- Provide a professional service that is well regarded by stakeholders.
- As required, support the planning and delivery of the board and committees programme of business and meeting cycles, maintaining up-to-date diaries, servicing of meetings and adherence to governance protocols and standards.



- Be responsible for the practical arrangements of meetings, events and visits including venue bookings, catering and IT provision.
- In the absence of the Governance Manager, act in the effective dispatch and servicing of board meetings, committees and internal/external meetings as appropriate.
- Coordinate the policy review programme acting as liaison to ensure target dates are achieved, progress is monitored, all protocols adhered to and the tracker is accurate.
- As requested, support with subject access requests, under the supervision of the DPO or DDPO, in ensuring deadlines are achieved and running first pass redactions/checks on the information.
- To collate information and resources and undertake basic research to assist the Executive Leadership Team as required, including maintenance of the Governance sections on the internet and intranet sites.

Governance Support

- Ensure that E-ACT operates within all regulatory guidance, statutory and legislative requirements.
- Engage with the identification and management of risks within the governance function and support risk management activities across the rest of the organisation.
- As part of the governance team work to demonstrate delivery of E-ACT's values and culture.
- Support any investigation work delivered by the governance team through the provision of note taking, which is accurate, supports the needs of the investigating officer and fairly reflects discussions that have taken place.
- Consult with and build relationships with key stakeholders delivering governance throughout the trust. This will include regional colleagues, ambassadors and head teachers.
- Maintain tracking systems and governance templates to ensure they are up to date and supportive of trust needs in line with any legislative or internal changes.
- Operate booking procedures for team travel requirements, including hotel and travel bookings. This must include checks to ensure expenses are requested and delivered in line with E-ACT policy, reporting any areas of concern to the National Director of Governance and Risk immediately and directly.
- Carry out any such duties as may be reasonably assigned from time to time, within the general level of this job description.