



### Person Specification

<b>JOB TITLE:</b>	<b>Head of Governance</b>
<b>DATE:</b>	<b>November 2023</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Level 5 qualification (e.g. degree) in a relevant discipline	E	✓			✓
2. Knowledge and understanding of corporate governance in a publicly accountable organisation	D	✓		✓	
3. Relevant professional qualification or training programme e.g. Level 4 Certificate in Academy Governance; Trust Governance Deliver induction programme; Level 3 Certificate in Clerking of School and Academy Governing Boards	D	✓		✓	✓
4. Evidence of personal commitment to CPD and willing to undertake further professional development	E	✓		✓	
5. Wide, current knowledge and understanding of legislation, regulatory framework and education policy relevant to the trust's context	D	✓	✓	✓	
<b>Experience</b>					
6. Proven ability to shape continuous improvements within own area of responsibility	E	✓		✓	
7. Experience of working in a senior governance role or with governing boards/committees	E	✓		✓	✓
8. Experience of working in a role with significant board level interaction or as a Company Secretary	D	✓		✓	✓

9. Track record of building effective working relationships with a range of internal and external stakeholders, especially at senior leadership and board level	E	✓		✓	✓
10. Extensive, relevant and recent experience of clerking boards / committees	D	✓		✓	
11. Experience of operating with discretion and maintaining appropriate confidentiality	E	✓		✓	
12. Efficient and highly proficient use of ICT	E	✓	✓		
13. Successfully delivering CPD or training	D	✓		✓	
14. Line management or supervision	D	✓		✓	
15. Driving forward strategic priorities as part of a senior leadership team	D	✓	✓	✓	
<b>Skills and competencies</b>					
16. Outward-facing individual who embraces opportunities for horizon-scanning, to network externally and collaborate trust-wide	E	✓	✓		
17. Highly organised with strong prioritisation, including of others, to ensure delivery to deadlines whilst maintaining meticulous attention to detail	E	✓	✓		
18. Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity	E		✓	✓	
19. Ability to coach, support and challenge a range of stakeholders, colleagues and external partners	E	✓		✓	
20. High-level critical reasoning skills to identify, construct and evaluate arguments, identify the relative importance of ideas to enable effective decision-making	E		✓	✓	
21. Able to influence, motivate and inspire a range of stakeholders behind the trust's vision e.g. new board members and external partners	E		✓	✓	
22. High level numeracy and literacy skills to analyse and interpret complex data and write effective reports/documents for a range of audiences	E	✓	✓		
23. Ability to safeguard and promote the welfare of children including: <ul style="list-style-type: none"> <li>forming and maintaining appropriate relationships</li> <li>personal boundaries with children and young people and;</li> <li>emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> </ul>	E			✓	✓

Other					
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
25. Willing and able to travel across trusts schools and flex working hours to support meetings and events that often fall outside of normal working hours	E	✓		✓	
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
27. Embraces the NEAT vision and displays the NEAT values: aspirational, collaborative, inclusive, innovative and responsible	D	✓		✓	