# BISHOP HOGARTH CATHOLIC EDUCATION TRUST

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| **POST TITLE:** | **Policy & Governance Officer** |
| **GRADE:** | **BAND 4 - 9 Career Development Post (starting grade dependent on qualifications and experience)** |
| **REPORTING RELATIONSHIP:** | **Director of Governance** |
| **JOB PURPOSE:** | The role will provide valuable insight and experience of working for a successful and highly regarded Multi-Academy Trust with a national profile. You will carry out research, undertake consultations, and gather and analyse data, guidance and statute in order to help Senior Leaders and Directors to develop, shape and implement policy. As part of the process, you will liaise with a range of internal and external stakeholders, members of the public, Headteachers, Governors, Directors, and regulators. You will assist with Data Protection issues and act as a Governance Professional providing advice & support to Local Governing Committees. This will entail convening meetings, producing structured governance documents, the management of meetings, including taking accurate minutes and the collation and distribution of committee papers in a timely manner. |

**MAIN DUTIES/RESPONSIBILITIES**

**The Role**

You will work as part of the Governance & Data Team.

Duties include:

1. Conduct research and analysis.
2. Use evidence and data to present arguments and recommendations for policy development.
3. Manage and respond to formal and informal information requests.
4. Assist in the development and formulation of agreed policies.
5. Review the effectiveness of policy implementation and quality assurance through a programme of compliance ensuring that policies are implemented.
6. Manage allocated projects within agreed timescales.
7. Contribute to the effective governance of the Trust including acting as Governance Professional to Local Governing Committees and meetings of Directors.
8. To actively promote the Trust and its services.
9. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects of academy life.
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
11. To carry out your duties with full regard to the Trust Equality Policy
12. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
13. Any other duties of a similar nature related to the post which may be required from time to time.

You will support the team in the above, but not expected to fulfil all aspects of the above duties as this is a development position.

**Skills Required:**

* A motivated, flexible and proactive approach to working including a desire to meet deadlines and deliver quality work.
* Organised and methodical, with an eye for detail.
* Able to manage competing priorities and workloads to ensure on-time delivery of work.
* Ability to build rapport and relationships with colleagues and managers.
* A good level of both written and verbal communication skills, and ability to present information appropriately to a wide variety of stakeholders in a clear, concise and sometimes technical manner.
* Good planning skills, and ability to quickly respond to changing priorities and manage your own workload.
* The ability to translate information into a concise and understandable summary.
* Knowledge of the MS Office suite and comfortable and competent in using such tools. (Confident in finding the answer if unsure).

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# BISHOP HOGARTH CATHOLIC EDUCATION TRUST – POLICY OFFICER

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** |
| **Qualifications & Education** | E1 | GCSE or equivalent 5 of any subject including Maths & English Grade 4+ | AF,C | D1  D2 | A Levels  A degree in a relevant subject | AF,C |
| **Experience & Knowledge** | E2 | Ability to analyse structured and structured data to support business outcomes | R,I |  |  |  |
| E3 | Communicate outcomes appropriate to the audience | R,I |  |  |  |
| E4 | Knowledge of Data Protection requirements and understanding of confidentiality | R,I |  |  |  |
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| **Skills** | E5 | Good literacy, numeracy, communication and presentation skills | AF,R,I |  |  |  |
| E6 | Good organisational skills | AF,R,I |
| E7 | ICT literate with a working ability to use key IT software | AF,R,I |
| E8 | Ability to build effective working relationships with colleagues at all levels | R,I |
| E9 | Ability to develop understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | R,I |
| E10 | Ability to work under pressure, with accuracy, unsupervised and on own initiative | AF,R,I |
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| **Personal Attributes** | E11 | Ability to abide by Trust policies and procedures | AF,R,I | D1 | Willingness to support the Christian ethos of the Trust and our schools | AF,I |
| E12 | A flexible approach and a strong work ethic | AF,R,I |
| **Special Requirements** | E13 | Motivation to work with children | I,R,D |  |  |  |
|  | E14 | An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | AF,I,R,D |  |  |  |
| E15 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |

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|  | E16  E22 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline  Ability to access suitable reliable transport to meet the travel requirements of the post | I,R,D |  |  |  |
| E23 | Suitability to work with children | D |

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| **Key – Stage identified** |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure and Barring Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references