

JOB DESCRIPTION

Job Title:	GOVERNANCE PROFESSIONAL
Line Managed by:	Chairing Member of Board of Management
Staff Responsibilities:	As detailed in the organisational chart

Principal Tasks:

The Board Governance Adviser has a key governance role in advising the Board of Management and individual Board members to support strong and effective governance. The Governance Professional also provides advice to the Board of Management and Senior Leadership Team on governance, the role of the Board and Board matters. The Governance Professional reports to the Chair of the Board of Management and is answerable to the full Board of Management.

The Governance Professional must directly support the Chair and the Board in ensuring that the Board receives appropriate, timely and high-quality information in a form that allows it to monitor and scrutinise the College's activities and to challenge performance when required. The Governance Professional must support the Chair, the Board and the Senior Leadership Team in ensuring compliance with all relevant legislation and governance requirements and upholding the Code of Good Governance for Scotland's Colleges.

The Governance Professional is accountable to the Board through the Chair on all matters relating to their duties. The Governance Professional will give sound, well-researched, independent and impartial advice and guidance to the Board and will support Board Members in evaluating their effectiveness.

The Governance Professional will liaise with the Lanarkshire Regional Strategic Body and Governance and Executive Support Manager to ensure that all operational objectives and outcomes are achieved and thereby enabling the smooth administrative functioning of the Board of Management.

Main Duties and Responsibilities

- Provide advice to the Board and its Committees to facilitate good governance in relation to:
 - i) the proper exercise of their powers, including in relation to relevant legislation;
 - ii) compliance with the Financial Memorandum, the Code of Good Governance for Scotland's Colleges, Standing Orders and Scheme of Delegation; and
 - iii) their behaviour and conduct in relation to the Board's Code of Conduct.
- Take appropriate action if the Board, a Committee or any Board members appear to be at risk of acting outside their powers, in conflict with the College's interests, or undertaking or proposing actions that may be unlawful.
- Provide clear advice to the Chair and the Board or Committee on any concerns the Board may have that relates to Board members having not been given:
 - i) sufficient information;
 - ii) information in an appropriate form; and
 - iii) sufficient time to monitor, scrutinise or make informed and rigorous decisions in an open and transparent way.
- Keep abreast of sector developments and relevant government policy and bring to the attention of the Chair and the Board matters likely to affect the arrangements in place for the College in relation to governance.
- Act in an independent and impartial capacity to secure professional advice or undertake research on behalf of the Board and brief the Chair and Board Members on relevant issues.
- Ensure that all documentation relating to corporate governance, including the Board's Standing Orders, Scheme of Delegation, Code of Conduct, Committee remits/terms of reference and Registers of Interest, are regularly reviewed and kept up-to-date and are approved by the Board prior to publication.
- Draft briefing papers for the Board and / or the Lanarkshire Regional Strategic Body as appropriate and correspondence on behalf of the Chair.
- Report any unresolved concerns about the governance of the body to the relevant funding body (i.e. the Scottish Funding Council or the Regional Strategic Body)

Board Appointments

- Manage the process of Board appointments, ensuring that the Board fully takes account of the College Sector Board Appointments: Ministerial Guidance and ensuring that all Board members are kept up-to-date on progress.

- Act as Returning Officer for the election of staff members to the Board, ensuring that the procedures used are in accordance with legislation and staff have been consulted on these procedures as appropriate.
- Check the eligibility of current and prospective Board members in accordance with legislation.
- Prepare and issue terms of appointment for all Board members.
- Support the Board in the recruitment of a new Principal and, where relevant, members of the Senior Management Team.

Induction, Training and Development

- Lead on the development of an induction programme for new Board members, tailored, as appropriate, to individual needs.
- Support the Chair in providing an ongoing training programme of activities for existing Board members, to reflect individual training needs, Sector changes and current College or national issues.
- Assist the Chair (and Vice Chair where appropriate) in making arrangements for annual development meetings with individual Board members.
- Participate in relevant Continuing Professional Development and networking events to ensure up-to-date knowledge on governance and sector-wide issues.

Communication

- The post holder has key internal working relationships with the Chair of the Board of Management, Board Members and the Principal and other members of the Senior Leadership Team.
- The post-holder should have key external working relationships, as the relevant College point of contact, with a range of organisations, including the Scottish Government, the Standards Commission for Scotland and with Colleges Scotland and the Colleges Development Network.
- Excellent communication, interpersonal and influencing skills are required to achieve effective working relationships with key stakeholders, both internally and externally.

Conduct of Board Meetings

- Work with the Governance and Executive Support Manager to ensure that agendas, papers and minutes are drafted and issued in accordance with the Standing Orders.
- Attend or have oversight of all Board and Committee meetings, ensuring that adequate arrangements are in place to record attendance, take minutes and give procedural advice where required.
- After each meeting, ensure dissemination of Board decisions to those required to implement them and ensure the Board is briefed on progress at subsequent meetings.
- Support the Board in undertaking its annual review of effectiveness.
- Prepare an annual schedule of Board and Committee meetings (including Strategy and Development Days where appropriate) and circulate this in a timely manner to Board Members
- Make appropriate arrangements for relevant information relating to the Board to be published on the College website.
- Facilitate suitable arrangements for the approval and retention of minutes, in accordance with the Standing Orders.
- As designated Standards Officer in the College. Act in accordance with the Advice on the Role of a Standards Officer (issued by the Standards Commission for Scotland).
- Act as the College point of contact for OSCR, Standards Commission for Scotland, the Public Service Ombudsman and other bodies as appropriate
- Check claims for expenses submitted by Board members are in made accordance with College procedures and ensure payment is made.
- Accountable for the College's Public Interest Disclosure (Whistleblowing) procedure.
- Abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equalities.
- Undertake any other duties as may reasonably be required by the Board.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Created: March 2023