Your job

Job Title: Lead Governance Professional (Ad Hoc Panels and Training), Governor Services

Service: Education, Standards & Learning

Grade: G8

Reporting to: Strategic Lead for School & Academy Governance

The Lead Governance Professional works closely with the Strategic Lead for School & Academy Governance to ensure that Governors in maintained schools in Wigan, Trustees and local Governors of academies who buy services from us, are provided with high quality advice and guidance on all matters relating to the governance of the school.

Governor Services is part of the Standards and Learning Team in Wigan Council. Governance is central to the success of a school. The Governing Board's role is to hold the strategic leaders of the school to account for standards in our schools, and the Governor Services Team plays a pivotal role in this by providing professional clerking, advice, guidance, and administrative support to the Board for all matters relating to school and academy governance.

The Lead Governance Professional (Ad Hoc Panels & Training) is responsible for the day to day operations of the ad hoc element of the Clerking Service. You will be the first point of contact for advice and support about legal and procedural governance matters for ad hoc panels. You will line manage, mentor and support members of the team to ensure our reputation for providing a high quality service is maintained. You will be responsible for ensuring that the ad hoc element of the service is adequately resourced, and the deployment of the ad hoc clerks to ensure the needs of service users are met. You will be responsible for the billing process for Ad Hoc Panels and the approval of invoices as needed.

In addition, you will be the nominated clerk for selected schools/academies and will be responsible for ensuring their governance needs are met.

You will also be responsible for the organisation and delivery of the Governor training programme. This element of the role includes evening working. You will be responsible for the billing process for the training programme as needed. You will be required to provide accurate advice and guidance to Chairs of Governors/Trustees and Headteachers about all aspects of panels and to support the Strategic Lead for School & Academy Governance in managing the more lengthy and complex issues that arise.

You will also be required to contribute to the ongoing development of the service, including delivering training and development to the wider team as required.

The Lead Governance Professional will work with the Strategic Lead for School and Academy Governance in supporting Governing Boards with Senior Leader recruitment. You may also be required to support External Reviews of Governance from time to time.

You will be working with a team of ad hoc clerks who work hard to support Governing Boards with often complex and sensitive issues. To fulfil this role, you will need you to be flexible as you'll be travelling across Wigan and neighbouring boroughs to different schools, occasionally in the evenings. Our service sits within the Children and Young People's Directorate, and we contribute to the Excellence in Education Strategic Plan.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Assume direct line management responsibility for all members of the ad hoc clerking team, including their recruitment, deployment and quality assurance.
- Ensure the efficient organisation and management of the ad hoc clerking element of the service.
- Undertake the appointment and induction of new members of the ad hoc clerking team.

On an ongoing basis you will:

- Manage requests from service users for support for ad hoc panels.
- Manage the team of ad hoc clerks including their deployment, quality assurance and the monitoring of all income and expenditure related to their deployment
- Ensure the timely invoicing of ad hoc SLA work and authorise payment of invoices in accordance with the Council's financial procedures.
- Provide efficient legal advice and administrative and clerking support to your assigned school and academy governing boards.
- Provide high level advice, guidance and support to Governors, Trustees, Headteachers, Clerks and officers on all matters relating to ad hoc panels including complex and sensitive matters
- Deliver core governance training for Governing Boards, Headteachers and Clerks to improve school governance across the borough
- Deliver individual Governing Board training sessions and briefings to improve school governance across the borough as needed.
- Support the Strategic Lead for School & Academy Governance with Headteacher recruitment and External Reviews of Governance as needed.
- Analyse all income and expenditure across both service budgets (Governor Services and Clerking Service) and advise the Strategic Lead for School and Academy Governance on variances and area of concern
- Review the annual SLA charges for Governor Services and the Clerking Service based on a full cost recovery model and advise the Team Leader on the charges to be levied.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- A levels/Btec/RSA or similar qualification (equivalent to NVQ Level 3 or the equivalent QCF credit value)
- Have completed or be working towards the NGA Clerks Development Programme
- Have completed, be working towards or have a commitment to work towards NVQ Level 4 in Academy Governance
- A detailed understanding of the regulatory framework that underpins school and academy governance
- The ability to remain calm and work under pressure
- Excellent interpersonal skills and the ability to use them effectively in meetings, to intervene in meetings and keep governing boards on track when necessary
- Have experience of coaching and mentoring staff
- Have excellent planning and organisational skills to meet all statutory timescales for your assigned schools and to provide timely support to other members of the team
- a "can do" approach and a commitment to delivering a high-quality service to our schools and academies
- excellent written and verbal skills with an ability to communicate and present information effectively
- a flexible approach to your working hours; work can be during school hours or early evening and you should be prepared to travel to schools across Wigan and neighbouring boroughs

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“Take pride in all that you do and support and develop yourself and others.”
Be Accountable	“Be responsible for making things better, enabling change and supporting improvement.”
Be Courageous	“Be open to doing things differently and working collaboratively with others.”
Be Kind	“Be helpful, generous and thoughtful towards yourself and others.”