|  |
| --- |
| **Head of Governance - Person Specification** |

|  |  |  |
| --- | --- | --- |
| **Education and Qualifications** | **Criteria** | **Assessment** |
| A relevant degree or professional qualification (i.e. ICSA) or demonstrable equivalent experience. | **E** | **A/I** |
| Degree or other higher education equivalent | **D** | **A/I** |
| Commitment to personal/professional development | **E** | **I** |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Criteria** | **Assessment** |
| Significant experience of corporate governance and/or process and business management in charity, education, public sector or similar. | **E** | **A/I** |
| Knowledge and understanding of corporate governance trends, regulation and best practice - specific knowledge of education and multi academy trust governance is desirable but not essential. | **D** | **A/I** |
| Experience of working at a senior level advising senior managers and Board members on corporate and governance affairs and scheduling relevant activities. | **E** | **A/I** |

|  |  |  |
| --- | --- | --- |
| **Skills and Attributes** | **Criteria** | **Assessment** |
| Highly effective interpersonal and communication skills with the ability to manage upwards, develop effective working relationships and inspire confidence from people at all levels throughout the organisation and with Board and committee members, school leaders and central team colleagues. | **E** | **A/I** |
| Highly effective personal management and organisational skills with the ability to remain calm and focused while working under pressure, prioritising activities and using available resources to ensure tasks and projects are completed to deadlines. | **E** | **A/I** |
| Strong influencing skills, with experience of negotiating and working collaboratively across a complex organisation to achieve and deliver results. | **E** | **A/I** |
| Proven ability to write reports, policies and procedure documents; editing written material in accordance with an established format and style. | **E** | **A/I** |
| Strong IT skills and the ability to be self-sufficient. | **E** | **A/I** |
| High integrity and openness combined with commitment to good governance. | **E** | **A/I** |
| Proven capacity to work innovatively and independently. | **E** | **A/I** |
| Ability to work collaboratively as a team member with colleagues within and across teams. | **E** | **A/I** |
| Confident to give sound practical advice to a range of internal stakeholders on running an effective and transparent organisation. | **E** | **A/I** |
| A strong commitment to equality and diversity with the ability to balance differing needs. | **E** | **A/I** |

|  |  |  |
| --- | --- | --- |
| **Personal Qualities** | **Criteria** | **Assessment** |
| Highly motivated and self-reliant | **E** | **A/I** |
| Enthusiastic and committed | **E** | **I** |
| High standards of professionalism and confidentiality | **E** | **A/I** |
| High standards of personal presentation | **E** | **I** |
| Reliable with an excellent record of attendance and punctuality | **E** | **A/I** |
| Flexible | **E** | **A/I** |
| Excellent interpersonal skills | **E** | **I** |
| Display calmness under pressure; but remain focussed | **E** | **I** |
| Demonstrate an awareness and understanding of Equal Opportunities and other people’s behavioural, physical, social and welfare needs within the workplace | **E** | **I** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria Key** | | **Assessment Key** | |
| **E** | Essential | **A** | Application Form |
| **D** | Desirable | **I** | Interview |