



JOB DESCRIPTION

Job Title:		Governance Support Advisor			
JE Code:	A4924	Evaluation:	479 points	Grade:	N6
Effective Date:	September 2021	Status:	Final		
Responsible to:	Head of Governance and Corporate Affairs				
Responsible for:	Assist in the training of, demonstration of duties to and giving support to administrative staff.				
Job purpose:	To provide an effective advisory and administrative service to the trust, its schools and NEAT Active Ltd in relation to corporate governance and policy.				

Job Purpose:

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Corporate Governance

- In conjunction with the Head of Governance and Corporate Affairs, organise an annual schedule of governance meetings and plan the associated business.
- Act as the governance professional/clerk for committees established by the trust's Board of Directors as directed (typically local governing committees, admissions, complaints and staffing matters).
- Support the efficient and effective administration of the above meetings including preparation of draft agendas and minutes and following up agreed actions.
- Provide advice to the above meetings on governance, constitutional and procedural matters and on the content of papers, seeking further guidance from third parties as necessary.
- Contribute to the development and publication of the trust's governance resources to support governance volunteers to be effective in their roles, undertaking research and drafting documents.
- Contribute to the development and implementation of recruitment, onboarding, induction, development and appraisal processes for governance volunteers and ensure the single, central records of recruitment and vetting checks are updated accurately and on a timely basis.
- Develop and maintain information assets and collect, compile and present data both manually and electronically in order to ensure accurate and up-to-date governance records and meet statutory reporting and information publication requirements.
- Develop and maintain systems, operating procedures and guidance to enable paperless governance and ensure governance volunteers can work from anywhere, ensuring effective data protection and information security as directed by the Head of Digital Resources and Delivery.

- In conjunction with the Head of Governance and Corporate Affairs, plan, organise and contribute to the evaluation of the annual governance CPD programme, networking events and conference and support the design and delivery of training, briefings and communication.
 - Contribute to the trust's self-evaluation and external reviews of the effectiveness of governance.
 - Liaise with external organisations regarding the trust's governance arrangements including the Church of England Dioceses and support services.
2. **Policy**
- Develop and maintain systems, operating procedures and guidance to support the development, approval and publication of the policy framework for the trust, its schools and NEAT Active Ltd.
 - Provide support to policy authors, undertaking research, drafting routine updates and supporting consultation processes where required.
3. **Education support**
- Co-ordinate the annual calendar of term dates/training days and support schools with setting training days and changes to the school day including consultation requirements.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.