

Job Description

Role:	Corporate and Governance Manager (Fixed Term until January 2028)
Reports To:	Director of Strategic Policy and Corporate Governance
Direct Reports:	Finance Officer and Corporate and Governance Officer

Role Objectives

Directly supporting the Chair of the Board of Trustees, Chief Executive Officer and Directors, the postholder will ensure the delivery of a comprehensive corporate and governance function service to Colleges Scotland. This will include providing a Secretary to the Board of Trustees service and working with, providing expert advice to, and in support of, the Board of Trustees, Committees, Governing Body of College Employers Scotland, Advisory Groups and Senior Leadership Team (SLT), to meet their obligations and ensure ongoing compliance with the regulatory framework including statutory and legislative requirements.

The postholder will also manage staff, finances and resources to support the day-to-day operation of the organisation.

In addition, the postholder will work closely with the SLT to ensure high quality outputs while meeting the differing demands of the members and key stakeholders.

Main Duties and Responsibilities

Role of the Secretary to the Board of Trustees

The Secretary to the Board of Trustees has responsibility for guiding the Board of Trustees in the execution of its tasks including its Committee(s) and the Governing Body of College Employers Scotland. On Board of Trustees governance matters, the post holder reports directly to the Chair of the Board of Trustees.

Responsibilities include:

- Advising the Board of Trustees, through the Chair, on the proper exercise of its powers within Colleges Scotland's legal and regulatory framework.
- Ensuring the smooth running of the Board of Trustees and its committees by helping set agendas, and preparing papers to the Board of Trustees and, where applicable, to the committees
- Ensuring good information flows within the Board of Trustees and its committees and between the Chief Executive Officer, Directors and Board of Trustees members.
- Advising on and ensuring that the Board of Trustees adheres to approved policy and procedures.
- Keeping under close review all legislative, regulatory and governance developments that might affect Colleges Scotland's operations and ensuring that the SLT and Board of Trustees is briefed on these.
- Facilitating the induction of new Board of Trustees members into Colleges Scotland and their roles and responsibilities and assisting in the ongoing training and development of Board of Trustees members.

Corporate Governance

- Responsible for ensuring that the Board of Trustees and the SLT comply with standard financial and legal practice and maintains high standards of corporate governance.
- Ensure compliance and provide advice on the organisation's practices and obligations including the Corporate Governance Code, Directors Code of Conduct and associated memorandums and agreements, and carry out periodic reviews to ensure they remain fit for purpose.
- Lead on the implementation and enactment of the Articles of Association for Colleges Scotland, providing advice as required, in accordance with The Companies Act (1985 to 2006).
- Co-ordinate the signing of Annual Accounts and Letter of Representation and submission to Companies House and OSCR.
- Secure professional advice on behalf of the Chair of the Board of Trustees, Chief Executive Officer and Directors, and brief members on relevant issues.
- Ensure the preparation of an annual schedule of key meetings across the organisation and circulate this in a timely manner to members.

Corporate Services

- Support the executive in putting in place Service Level Agreements with external providers.
- Develop initial policies and guidelines as required.
- Support the Executive with emergency planning and business continuity.
- Take overall responsibility for meeting rooms, office maintenance, repairs, redecoration, and PAT testing.
- Keep abreast of current developments relevant to specific areas within the team and assign work in line within operational plans and key deliverables.
- Manage and monitor workplans for direct reports and support planning processes to ensure efficient and effective use of resources.
- Manage and monitor budget and support financial planning processes across the function to ensure efficient and effective use of resources and oversee the approval and payment of invoices within delegated levels of authority.
- Drive the increased use of the office space for external clients, to meet annual income generation targets.
- Lead, develop, and manage the Finance Officer, and Corporate and Governance Officer. Motivate them with a shared sense of direction, enthusiasm and confidence.
- Co-ordinate annual leave and manage sick leave absences accordingly for direct reports.
- Check claims for expenses submitted by direct reports and the Board of Trustees and that they are made in accordance with the organisation's procedures and ensure payment is made.
- Manage the annual continuous professional development and provide training for direct reports as required.
- Undertake any other duties as may reasonably be required by the Senior Leadership Team.

Candidate Profile

The successful candidate will be a well organised, solution focused manager with a demonstrable track record of success in managing a range of corporate support and governance functions. An accomplished communicator they will have instant credibility when engaging with both internal and external stakeholders.

Person Specification

Role:	Corporate and Governance Manager
Qualifications	<ul style="list-style-type: none"> • Educated to SCQF level 10 or equivalent experience. • A Project Management or Governance related qualification is desirable but not essential.
Experience	<ul style="list-style-type: none"> • Proven ability to use technology, for example, Excel, Word, Outlook, and other applications, to support planning, monitoring and reporting processes. • Experience of providing support and advice at Board level and advising on Governance issues
Knowledge	<ul style="list-style-type: none"> • Knowledge of Scotland's college sector is desirable but not essential.
Key Skills	<ul style="list-style-type: none"> • Exceptional organisational and planning skills including the management of large-scale tasks and complex activities. • Strong influencing skills. • Able to monitor plans and budgets, taking proactive action when, for example, there is slippage. • Devise, implement and manage administrative and planning processes • Ensure confidential data is secure and accessible. • Work effectively with team members at all levels. • Manage and motivate team members. • Excellent administrative skills. • Able to undertake research. • Strong finance skills in regard to budget monitoring and planning. • Excellent communication skills. • Ability to use feedback and implement support solutions. • Ability to build and sustain relationships.
Qualities	<ul style="list-style-type: none"> • Tactful, diplomatic, and assertive as required, with the ability to operate effectively and rationally in a highly politicised environment. • A highly effective people manager with the ability to motivate their team. • Very highly organised with the ability to develop processes. • A pragmatic problem solver: process and outcome driven. • Enjoys planning, ensuring milestones are met and high-performance levels are achieved. • Analytical skills to interpret data and complex information. • Able to interact positively with colleagues at all levels. • Able to respond effectively to changing priorities and timescales. • Positive 'can do' attitude and able to act on own initiative. • Has a keen attention to detail.