

JOB DESCRIPTION

JOB TITLE	SENIOR MANAGEMENT EXECUTIVE
SERVICE AREA	SENIOR MANAGEMENT TEAM
LOCATION	Bristol Road South
HOURS	36½ per week
TENURE	Full Time
REPORTING TO	The Chair of the College Corporation and the Principal
SALARY	£55,000 - 60,000 per annum

JOB PURPOSE

The Senior Management Executive will be the Clerk to the Corporation and:

- is an officer of the Corporation who has a central role to perform when promoting the effective governance of the Corporation;
- is a member of both the Senior Management Team and the College's Management Team and one of four senior post holders in the College. (The others are the Principal, the Vice-Principal and the Director of Human Resources.)
- is responsible to the Corporation for ensuring that its proceedings are conducted in accordance with the provisions of the statutory Instrument and Articles of Government, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time), the Financial Memorandum, any agreements with the Local Authority and the general law;
- is accountable to the Corporation, through the Chair, on all matters relating to his or her duties as an officer of the Corporation;
- shall be responsible for the following functions:
 - advising the Corporation with regard to the operation of its powers;
 - advising the Corporation with regard to procedural matters;
 - advising the Corporation with regard to the conduct of its business; and
 - advising the Corporation with regard to matters of governance practice.
- in particular, is responsible for performing the duties set out below.

DUTIES AND RESPONSIBILITIES

1. Advice and Guidance

To give advice, guidance and support to the Corporation to its committees and to the Chair on all corporate governance issues, including:

- 1.1 giving independent guidance on statutory and constitutional and procedural matters;
- 1.2 the implications of circulars issued by the government departments and the LSC;

- 1.3 obtaining and making available professional advice for the Corporation and to individual Corporation members in accordance with procedures which have been approved by the Corporation;
- 1.4 facilitating communication on Corporation matters between the Chair, the Principal and senior staff at the College;
- 1.5 taking appropriate action if and when the members appear to be at risk of acting outside their powers or proposing actions which may be unlawful.

2. The Conduct of Corporation Meetings

To facilitate the proper conduct of meetings of the Corporation and its committees, and seek to ensure that correct procedures are followed, including:

- 2.1 formulating, with the Chair and/or Principal as applicable, the agenda and organising the supporting reports and briefing papers;
- 2.2 agreeing with the Corporation a timetable for all meetings of the Corporation and committees, calling meetings on proper written notice and distributing agendas and supporting papers;
- 2.3 attending and minuting meetings and ensuring with the Chairman and Principal as applicable that arrangements are made for continuity in the event of the temporary absence of the appointed Clerk;
- 2.4 checking the quoracy of meetings and advising the Corporation accordingly;
- 2.5 ensuring the timely publication of agendas, draft minutes (when approved by the Chair), signed minutes and supporting papers. Maintaining the Minute Book and issuing certified copies of minutes and making known the location of minutes for inspection on request;
- 2.6 formulating, with the Chair and/or the Principal, follow-up instructions that arise from the minutes, and reporting on what action has been taken in response to such instructions;
- 2.7 maintaining a separate confidential file (if any) relating to sensitive staff or student matters;
- 2.8 preparing, for approval by the Corporation, committee terms of reference and rules relating to composition, quoracy, chairing and frequency of committee meetings;
- 2.9 preparing, for approval by the Corporation, a written statement of policy regarding attendance at committee meetings by persons who are not committee members and publication of minutes of committee meetings in accordance with the provisions of the Instrument and Articles of Government; and
- 2.10 drawing up and reviewing standing orders.

3. Appointments

To ensure that all appointments to the Corporation and committees have been validly made, including:

- 3.1 checking the eligibility of current and prospective members;

- 3.2 ensuring that all appointments to the Corporation and committees have been properly made in accordance with the provisions of the statutory Instrument and Articles of Government and the rules and regulations made under the Articles, and that such appointments have been minuted;
- 3.3 preparing and issuing on behalf of the Corporation Letters of Appointment;
- 3.4 giving advance notification to the Corporation of expected vacancies;
- 3.5 notifying the Corporation of all actual vacancies; and
- 3.6 issuing and receiving on behalf of the Corporation notices relating to members.

4. Registers and Code of Conduct

To be responsible for administering those procedures which have been approved by the Corporation for making certain information available to the public in accordance with the principle of transparent and open accountability, including:

- 4.1 maintaining:
 - a Register of Members;
 - a Register of Members' Interests;
 - a Register of all rules of procedures and statements of policy made or authorised by the Corporation;
 - a Register of Members' Attendance
- 4.2 ensuring that the Registers and copies of the statutory Instrument and Articles of Government are made available for public inspection.
- 4.3 maintaining:
 - a Code of Conduct for the Corporation and monitoring compliance with the Code.

5. Corporation Seal

To be responsible for the proper use of the Corporation Seal, including:

- 5.1 keeping the Corporation Seal in safe custody.
- 5.2 ensuring that all deeds and documents to which the Corporation Seal has been affixed have been properly witnessed and authenticated.
- 5.3 reporting regularly to the Corporation on the application of the Corporation Seal.

6. Administration

To be responsible for the proper administration of the following:

- 6.1 the reimbursement of Corporation Members' expenses in appropriate circumstances and maintaining records of such expenditure;
- 6.2 making arrangements for the safe custody of the official record of the Corporation's business and maintaining a record of outstanding business;
- 6.3 acting as correspondent for the Corporation members;

- 6.4 making arrangements for members of the Corporation to be indemnified under an appropriate policy of insurance and for such insurance to be periodically reviewed;
- 6.5 giving administrative support to the Chair of Governors, to Chairs of Committees and to individual members as required;
- 6.6 acting as spokesperson for the Corporation on relevant matters, in accordance with agreed policy or instructions from the Chair or Vice Chair.

7. Governor Training

To facilitate the induction and training of Corporation members in conjunction with appropriate internal and external sources/agencies with a view to maximising the effectiveness of the Corporation in discharging its responsibilities.

8. Other Duties

Such other duties as the Corporation may from time to time reasonably require.

OTHER RESPONSIBILITIES

To be responsible for:

- drawing up, maintaining and ensuring a process of review by the relevant manager for all contracts with the College, including those relating to estates management, external services and partnerships;
- ensuring all arrangements pertaining to due diligence checks are undertaken by the relevant manager and matters are reported to SMT and/or the Corporation, as appropriate, with recommendations for actions;
- acting as Data Compliance Officer in accordance with the Data Protection Policy;
- managing the audit process and other compliance activities, including, in conjunction with the relevant managers where appropriate negotiating the internal and external audit schedules, managing audit contracts and the tendering process, specifying audits and agreeing content and liaison with departments to ensure follow up recommendations have been addressed;
- manage the SMT secretariat office;
- assisting the Principal in the organisation of College business activities, including representation in specified circumstances and travelling abroad on College business when necessary;
- organising and providing full support for the Senior Management Team and College Management Team meetings.

PROFESSIONAL DUTIES

1. To work to ensure continuous quality improvement and service excellence.
2. Undertake such duties as may be required commensurate with the level of responsibility and nature of the job in discussion with your line manager.
3. The post holder may be required to undertake occasional evening and weekend work.

CHILD PROTECTION STATEMENT

Bournville College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All applicants will have a List 99 check prior to commencement of employment.

DATA PROTECTION AND CONFIDENTIALITY

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

EQUAL OPPORTUNITIES

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the College.

HEALTH AND SAFETY

The post holder will be required to:

- Promote health, safety and welfare throughout the College
- Undertake their duties and responsibilities in full accordance with the College's Health & Safety Policy and Procedures.
- Take responsible steps to safeguard their own safety and that of others with whom they work.

TERMS AND CONDITIONS

Offers of employment to external candidates are subject to a satisfactory medical assessment and an employment check under the Asylum and Immigration Act 1996.

This job description is intended as a guide to the main responsibilities and duties of the post and is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by the College. The job description will be reviewed and updated periodically in the context of organisational and developmental changes, in consultation with the post holder.

PERSON SPECIFICATION

JOB TITLE	Senior Management Executive
SERVICE AREA	Senior Management Team
GRADE	
TENURE	Full Time
REPORTING TO	The Chair of the College Corporation and the Principal

The Senior Management Executive will be someone who has a commitment to the long term success of the college and who is appropriately qualified and can demonstrate that he/she has developed the following skills, abilities and experience at a senior level, whilst maintaining confidentiality and the highest standards of probity at all times.

Criteria	Essential	Desirable	Evidenced by
Professional Knowledge & Experience	<p>A relevant degree or professional qualification e.g. membership of the Institute of Chartered Secretaries and Administrators (ICSA).</p> <p>The ICSA Certificate in Further Education Governance or a firm commitment to completing the certificate within a specified timescale.</p> <p>The ability to give clear advice on matters pertaining to areas of responsibility.</p> <p>Experience of providing authoritative advice and engaging in sensitive issues at a senior level, within his/her area of responsibility.</p>	<p>Experience of taking responsibility for meeting statutory, procedural, regulatory and policy requirements, e.g. Standing Orders, Instrument and Articles of Government or other essential requirements in previous relevant work.</p> <p>Experience within education or training or an allied professional area relevant to the post.</p>	<p>Original Certificate</p> <p>Application Form</p> <p>Interview</p> <p>Presentation or</p> <p>In-tray Exercise</p>
Planning & Development	<p>Skills of administration and organisation, particularly the effective management of meetings.</p> <p>The ability to organise clear, concise and accurate minutes of meetings.</p> <p>The ability to establish systems and procedures, and monitor their effectiveness in terms of organisational goals.</p>		<p>Interview</p> <p>References</p>

	<p>The ability to identify and specify requirements within the areas of responsibility under minimum guidance.</p> <p>The ability to organise and prioritise his/her time and tasks, within the demands of the corporate organisation.</p> <p>Experience of the organisation and management of complex administrative systems in a large organisation.</p>		
Communication & Interpersonal Skills	<p>The ability to communicate effectively with members of the Corporation, both collectively and individually, with a wide range of other individuals and with professional bodies and organisations.</p> <p>The ability to work as a member of a team, but also perform effectively with a minimum of supervision.</p>		<p>Interview</p> <p>References</p> <p>Presentation or in-tray exercise</p>
Responsibility for Learners &/or Staff	<p>A proven commitment to equal opportunities and an understanding of the college's Equal Opportunities Policies.</p> <p>A proven commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</p>		<p>Interview</p> <p>References</p>
Responsibility for Resources	<p>A knowledge and understanding of contracts and their legal implications.</p>		<p>Application Form</p> <p>Interview</p> <p>Presentation or In-tray exercise</p>