



SOMERSET
County Council

Candidate Information Pack

Governance Services Officer

Support Services for Education

Closing Date for applications: 9 August 2019

Inside this pack:

- Job description
- Person specification
- Terms and conditions
- Living our values

If you are interested in finding out more before applying, please get in touch with Ann Adams, Service Manager, on 0300 123 7365.

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on recruitment@somerset.gov.uk or telephone on **01823 355450**.

JOB DESCRIPTION

Job title:

Governance Services Officer

Key tasks and responsibilities:

1. Manage the work of the Governor Support Assistants. Deputise for the Governor Services Manager and have responsibility for the day to day management of the service in their absence.
2. Providing expertise, technical, legal and procedural advice, guidance, information and support to governance boards that purchase the service, via telephone and email, to ensure boards fulfil their duties and responsibilities in improving standards and provision within their setting. Seek advice and guidance if required from the Governor Services Manager.
3. Prepare and develop resources for the website and the production of, including contributing articles, the ½ termly governance bulletin that will also support boards in fulfilling their statutory obligations. Disseminate information relating to good practice to other schools.
4. Oversee the annual training programme. Ensure that the service is working towards full cost recovery.
5. Liaise with the Governor Services Manager to facilitate training, when required. Facilitate and chair the termly clerks, as required.
6. Undertake governance reviews to support effectiveness of governance boards.
7. Contribute to the marketing of the service and its core offer regarding advice and support and training.
8. Attend Local Authority meetings such as, but not exclusively, Education Leadership Team, Children's Services Health and Safety Group, Primary Phase Strategy Group to represent the service and provide guidance in all matters relating to school and academy governance, when the Governor Services Manager is not available to attend.
9. Liaise with Local Authority school improvement advisors and officers regarding concerns relating to a school's governance. Work with Senior Leadership Teams and governing bodies to challenge and support governing board effectiveness.
10. Build and maintain positive working relationships with headteachers, clerks, governors, Trust Directors, elected members, district and parish councils, diocesan officers, senior officers of the local authority and when appropriate members of the public on matters relating to school and academy governance.
11. Contribute to Support Services for Education service planning and support the Governor Services Manager in the implementation of the Service Business and Continuity plans.

12. Promote the welfare of children and young people in supporting governance boards to understand their statutory responsibilities regarding safeguarding.
13. Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Further information specific to this job

Contacts & Relationships

- Day to day contact with colleagues within the service and colleagues within SSE.
- On a daily basis provide information, advice and guidance to schools, governance boards, diocesan authorities, local authority colleagues and members of the public dealing with queries relating to relevant duties.
- Work closely with the Governor Services Manager on day to day issues.
- Promote the highest standard of customer care and operate with integrity to ensure all colleagues and customers are treated courteously.
- In the absence of the Governor Services Manager be the point of contact for any individuals who want to speak to a more senior member of staff.

Resources

- In conjunction with the Governor Services Manager is responsible for the management of the service budget. Authorise spend within the team as required.
- Manage the work of the Governor Support Assistants.
- Support, guide and advise approx. 3000 individuals serving on governance boards who have responsibility for budgets ranging from several hundred thousand pounds to several million pounds.
- Support the Governor Services Manager in making sure that the service operates at a full-cost recovery in all its traded aspects.

Somerset County Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.



PERSON SPECIFICATION

Job title:

Governance Services Officer

Key Competencies

You should demonstrate a commitment to our four key values – Customer Focus, Can Do Attitude, Collaboration and Care and Respect. More information can be found on the final page.

Work Experience Knowledge & Skills

Essential

- Current experience and knowledge of school governance legislation
- Experience of supporting and advising governance boards
- Good knowledge of current governance practices and issues
- Understanding of aspects of school governance in the current climate
- Excellent interpersonal skills and the ability to develop effective working relationships
- High standard of professionalism

Desirable

- Experience of working in more than one environment
- Experience of working in an advisory capacity
- Experience of working with a wide range of professionals
- Experience of contributing to school improvement via support for governance
- Detailed knowledge of policies and practices that relate to governance
- A proven track record of influencing and negotiating improvement outcomes for effective governance
- Effective verbal and written communication skills
- Ability to influence and negotiate
- Highly motivated and able to demonstrate initiative



Qualifications

Essential

- Educational qualifications to A level standard

Desirable

- Evidence of further study/relevant professional qualifications
- Professional development or further qualification in management/education

Personal Attributes

Essential

- Ability to work independently and as part of a team
- Flexible approach to work and able to give a commitment to the requirements of the role
- The ability to travel to, and between, various sites within the County and beyond to meet the requirements of the role
- Ability to work outside normal hours
- Flexibility and adaptability in order to be able to mix and work with a wide range of people
- Demonstrates a commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Sensitivity to the needs of others
- Willingness to work to tight deadlines and timescales

All disabled applicants meeting the essential criteria will be interviewed.

Somerset County Council has signed the Charter for Employers who are Positive about Mental Health

MINDFUL EMPLOYER is a UK-wide initiative. www.mindfulemployer.net



SOMERSET
County Council

TERMS AND CONDITIONS

Job title:	Governance Services Officer								
Salary and grade:	Grade 12, between £21,589 and £24,799 per annum Appointments are normally made at the bottom of the salary scale.								
Contract type:	The contract offered is fixed term for 12 months, to build revenue.								
Location:	The location for this post is The Library building, Taunton.								
Hours of work:	Normally the working week is 37 hours. The hours of work will be in agreement with the line manager.								
Annual leave:	<p>The annual leave for this post (based on full time hours) is:</p> <table border="1"> <thead> <tr> <th>Grades</th> <th>With less than 5 Years' Continuous Service (inc 2 Statutory Days)</th> <th>With more than 5 Years' Continuous Service (inc 2 Statutory Days)</th> </tr> </thead> <tbody> <tr> <td>Grade 12</td> <td>27</td> <td>27</td> </tr> </tbody> </table> <p>In addition to the above there are the usual 8 bank holiday days.</p> <p>Annual Leave stated will be pro-rata for part-time and fixed term contract posts.</p> <p>The annual leave year starts on 1 April or 1 of the month in which the contract commences.</p>			Grades	With less than 5 Years' Continuous Service (inc 2 Statutory Days)	With more than 5 Years' Continuous Service (inc 2 Statutory Days)	Grade 12	27	27
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Grade 12	27	27							
Probationary period:	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.								
Notice period:	Following successful completion of the probationary period, this post will be subject to a notice period of one calendar month on either side.								



Living our values – 4 Cs

At work, the way we do things matters as much as what we do.

At Somerset County Council we have four key values – the 4Cs – that all employees are expected to work to. They will form part of every member of staff's personal review.



Customer focus

This is about putting the customer at the heart of everything we do.

Collaboration

This is about working with others to deliver our services.

Can do attitude

This is about getting the job done and doing it well.

Care and respect

This is about treating others as they would wish to be treated – with care, respect, dignity and understanding.

What does this look like in practice?

The 4Cs describe our values. In practice, this means that we think from a customer or a community perspective to make sure we get things right first time and continually improve the services we provide. We must have a clear view of what our customers and service users say they need, rather than build services based on what we think they need.

We operate a 'no wrong door' policy – whichever authority or department deals with the customer's query, we help them get there. As we build links with other authorities and organisations we talk to each other and our managers about how we think we could change, even the smallest things, for the better.

We work together, establishing positive, respectful and empowering ways of working as strong teams. We act with integrity, communicating clearly, admitting to our mistakes and striving to learn from them. When we think we need to speak out or challenge, we are prepared to do so in a constructive and positive way, but we remain objective.



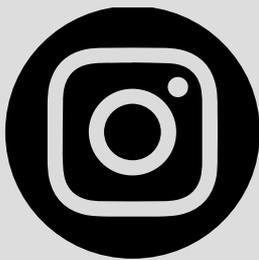
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