



Information Pack for Applicants

Governance, Compliance and
Development Officer



Governance, Compliance and Development Officer

Permanent

Full/Part time hours: 30 – 37 hours per week (flexible for the right candidate, with a requirement to attend early evening Governor and Trust Board meetings)

Weeks: 42 weeks per year

Salary: Grade 8 and Scale point range 32-35, £36,371- £39,571 pro rata

Actual Salary: Grade 8 (37 hrs/42 wks) and Scale point range 32-35, £33,501 - £36,449

Start date: 1st September 2022

Cascade Multi Academy Trust is seeking to appoint a Governance, Compliance and Development Officer to join the Trust. The successful candidate will work as part of the Central Team, across the whole Trust.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

The Role:

We are looking to recruit someone to join our Central Trust Team and contribute to the development and delivery of our Governance, Compliance, Development and Data Protection functions. This is an exciting opportunity to work across the Trust to support the Trust Board, Local Governing Bodies and our schools in managing these areas. The successful candidate will:

- Perform the role of Data Protection Officer for the Trust.
- Support the efficient and effective operation of Governance within the Trust including performance of the duties of the Professional Clerk at all meetings of the Trust Board and Members.
- Provide advice on governance legislation and procedural matters where necessary, before, during and after meetings.
- Lead on the processes for recruitment, induction and development of new appointees within the Governance structure.
- Support the development of policies/guidance and procedures for Governance in the Trust
- Coordinate the development and delivery of the Trust's CPD programmes for Governors.
- Contribute to the management, maintenance and review of risk management across the Trust.

The Benefits

- A successful and visionary team to support you
- The opportunity to work with a supportive, established Central Team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment.

We are an equal opportunities employer. The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the Trust, please contact **Lyn Burgin, Chief Operations and Finance Officer on 07805739335**

You can download the word version of the application form from Cascade's website. **Please do not use Sheffield City Council application form**

www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk

Your completed application should be emailed to recruitment@cascademat.co.uk

Closing Date: Monday 11th July at 9.00 am

Assessment Date: Tuesday 19th July

Job Description



Cascade Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE	Trust Governance, Compliance and Development Officer
SALARY RANGE	Grade 8
RESPONSIBLE TO	Chief Operations and Finance Officer
RESPONSIBLE FOR	Governance Clerks and other associated Admin/Support staff
LOCATION	Trust Central Team
PURPOSE OF JOB	<p>To contribute to the development, implementation and monitoring of the Trusts' governance arrangements and ensure statutory and regulatory compliance requirements are met.</p> <p>Work within the central team to quality assure and address non-compliance across the Trust.</p> <p>Undertake the role of Data Protection Officer (DPO) giving appropriate advice to schools and the trust.</p> <p>Support the delivery of the Trust CPD programmes for Governance</p>
RELEVANT QUALIFICATIONS	Level 5 professional qualification or equivalent experience in Governance, Compliance or Business Administration

Job Description for the post of: Trust Governance, Compliance and Development Officer
Specific Duties & Responsibilities
The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.
Key Responsibilities:
<ul style="list-style-type: none"> • Contribute to the management of compliance and quality assurance processes across the Trust to ensure statutory and regulatory obligations are met • Perform the role of Data Protection Officer for the Trust and provide advice/guidance where necessary. • Operational delivery of an efficient and effective Governance service within the Trust including duties associated with the role of Company Secretary, clerking of the Trust Board, Members meetings and relevant committees. • Coordinate and support the delivery of the Trust CPD programmes for Governance.
Main duties
Governance
<ol style="list-style-type: none"> 1. Support the efficient and effective operation of Governance within the Trust including the organisation of the Trust Business Calendar, agenda's and associated documentation for meetings within the Governance structure for the Trust. 2. Perform the duties of the Professional Clerk at all meetings of the Trust Board, Members and relevant committees including Local Governing Bodies. 3. Support the Chief Operations and Finance Officer in duties associated with the role of Company Secretary for the Trust. 4. Lead on the development and implementation of the quality assurance systems for Governance across the Trust and report on outcomes to the Board, where appropriate. 5. Maintain an oversight of the membership of the Trust Board, Local Governing Bodies and appropriate committees including records of attendance, terms of office, the appointment of Chair/Vice Chairs and liaise with schools to ensure relevant information systems are updated. 6. Lead on the processes for the recruitment, induction and development of new appointments within the Governance structure in liaison with Members, Trustees, Chairs, Headteachers and Senior Leaders including the provision of guidance on policy and procedures. 7. Support policy management and the development of policies/guidance and procedures for Governance in the Trust 8. Organise and quality assure clerking arrangements for Local Governing Bodies in liaison with the school and LGB Chairs. 9. Support the delivery and analysis of the annual review processes for the Trust Board and Local Governing Bodies including completion and analysis of a skills audit. 10. Line manage and appraise staff within the Trust Central Team where appropriate and provide advice and guidance to staff in schools in relation to Governance.

Data Protection Officer
<ol style="list-style-type: none"> 1. Provide information and advice to Trustees, Senior Leaders and employees across the Trust in relation to the Trust's obligations under data protection legislation and GDPR. 2. Monitor compliance with GDPR systems and procedures including liaison with SLT and Business Support Managers in schools regarding processing activities and GDPR breaches. 3. Monitor compliance with the Trust Data Protection Policy and provide advice where appropriate. 4. Support the completion of Data Protection Impact Assessments and Subject Access Requests within legal timeframes. 5. Act as a point of contact for the Information Commissioners Office and provide support to the Trust and its schools during any investigations.
Compliance
<ol style="list-style-type: none"> 1. Contribute to the review of risk registers across the Trust, identifying and reporting any trends or issues to the Trust Executive Team. 2. Support the management and maintenance of the Trust Risk Register in liaison with the Trust Strategic Team and the Trust Risk and Audit Committee. 3. Monitor, review and report on the Trust complaints procedure in liaison with schools and highlight risks to the Trust Strategic Team.
Development
<ol style="list-style-type: none"> 1. Coordinate and contribute to the development, delivery and evaluation of the Trust Governance CPD and induction programmes including the organisation of events, evaluation of the offer, maintenance of records and liaison with external bodies such as Learn Sheffield, NGA and Confederation of School Trusts to identify training opportunities. 2. Work with Senior Leaders across the Trust to coordinate and support the administration, delivery and evaluation of the Trust CPD programme for employees and participate in the delivery of training in respect of governance, compliance and data protection. 3. Contribute to the production of reports for the Trust Board and senior leaders in the organisation regarding participation and success of the CPD programmes. 4. Attend meetings, both internal and external, to contribute to the delivery of the role and performance of the Central Team.
General
<ol style="list-style-type: none"> 1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Chief Operations and Officer. 3. This job description will be kept under review and may be amended via consultation with the individual, Trust HR, Chief Executive Officer or Chief Operations and Officer. Trade Union representatives will be welcome in any such discussions.

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: June 2022

Person Specification

Trust Governance, Compliance and Development Officer

Minimum Essential Requirements	Method of Assessment
EXPERIENCE	
Recent experience of working in a governance support or similar business organisation/compliance role	AF/I/R
A minimum of two years' experience in a discipline relevant to the role	AF/I/R
Experience of providing advice and guidance to senior managers	AF/I/R
Experience of producing reports to support decision making	AF/I/R
Experience of planning, organising and administration/clerking of meetings or events to a high standard	AF/I/R
Experience of developing and delivering training and induction to a range of audiences	AF/I/R
Experience of researching, developing and updating policies and procedures	AF/I/R
Experience of implementation of data protection and GDPR requirements	AF/I/R
Experience of using Microsoft office-based applications, information systems and website applications	AF/I/R
KNOWLEDGE/SKILLS	
Level 5 professional qualification or equivalent experience in Governance, Compliance or Business Administration	AF
Good understanding of the governance, regulatory and educational frameworks within Education and/or a multi-academy trust	AF/I
Ability to identify priorities, anticipate issues and matters to bring to the attention of the Chair or Strategic Team	AF/I
Evidence of appropriate and recent professional development relevant to the post	AF/I
Ability to research and keep abreast of developments in respect of governance, compliance and data protection in the academy sector	AF/I
Ability to work effectively and develop relationships with Trustees, Local Governors, Executive and Senior Leaders and Trust Central Team colleagues	AF/I
Ability to develop and co-ordinate the clerking arrangements for the Trust	AF/I
Understanding and awareness of GDPR and Data Protection and ability to take on the role of Data Protection Officer	AF/I/R
Ability to research, analyse and produce appropriate documentation to support the role	AF/I
Excellent verbal and written communication skills to effectively convey complex and often contentious information to a variety of audiences both in writing and verbally	AF/I/R
Ability to utilise Microsoft office-based applications, information systems and website applications	AF/I
Good organisation and time management skills	AF/I
Ability to work under pressure and meet deadlines	AF/I/R
Ability to work accurately and with attention to detail	AF/I/R
Ability to work independently on own initiative and escalate matters where appropriate	AF/I/R
Act with integrity and able to maintain a high level of confidentiality at all times	AF/I/R
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

WORK RELATED CIRCUMSTANCES	
Able to manage working hours flexibly to meet the demands of the role	AF/I
Willingness to undertake further professional development including accreditation for the Data Protection Officer role	AF/I
Willingness and ability to travel to all work locations within the Trust and outside of the city where required	AF/I
Commitment to the mission, vision and values of Cascade Multi Academy Trust	AF/I

Key:

- AF = Application form
- I = Interview
- R = Reference

The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

Arrangements for Assessment

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage.

Candidates will be invited to the Trust Central Office for an Assessment Day.

Feedback

Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional subject to the receipt of 2 satisfactory references and satisfactory completion of the pre-recruitment checks.

Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to recruitment@cascedemat.co.uk by the closing date and time – Monday 11th July at 9.00 am.