



## **ROLE DESCRIPTION AND PERSON SPECIFICATION FOR CORPORATION MEMBER (GOVERNOR)**

The Education Training Collective values the breadth of experience and skills among its Corporation members and recognises the contribution that members make to the success of the group. It wants its members to feel that the job they do is rewarding and satisfying.

### **a) Duties of a Corporation member**

The duties of the Corporation Board are specified in the Instrument and Articles of Government. Collectively, individual members contribute their professional, specialist and general management skills to the Corporation Board (and its committees) in a non-executive role. Board members are required to be as flexible as possible in the conduct of their responsibilities and duties, ensuring that the oversight of the group and its business is seen as a positive contribution that does not interfere with the day-to-day management of the group.

The main duties of Board members are to:

- play an active role in the high-level strategic planning process of the group by contributing to:
  - the development of the group's mission, vision and educational character;
  - the development of strategic priorities;
  - the setting of measurable targets to support the group's development and budget;
  - the monitoring of achievement against objectives;
  - the development of plans to address major weaknesses.

As part of all Board members' commitments, the successful candidate will also be expected to contribute to the Board's work in monitoring:

- internal audit processes;
- quality assurance;
- the development of the senior post holder pay policy and the framework for the pay and conditions of service of all other staff;
- the recruitment of new governors; and
- governance development.

All Board members are expected to attend Corporation Board meetings, governor training, induction and other events as required; get to know the group and individual sites through discussion with the Chief Executive, Chair of Governors, Group Director of Governance (Clerk to the Corporation) and staff, reading relevant papers, visiting the college sites and participating in events; and help new members understand their role. Board members are expected to achieve attendance of at least 80% at formal meetings.

All members are also required to conduct themselves so as to:

- comply with the Instrument and Articles of Government, the group's Standing Orders and Code of Conduct and any other related governance policies and procedures;
- contribute to the business of the Board in an effective, efficient, open and transparent manner;
- act as an ambassador for the group and represent and act in the best interests of the group at all times.

Board members have collective responsibility for the above but no member has the authority to speak or act on the Corporation Board's behalf unless specifically delegated to do so.

Board members must be free at all times to speak and act in what they believe to be the best interests of the group. They cannot be mandated by any group to express views that are not held by them personally. In other words, board members can make a valuable contribution to the group in terms of their skills and expertise but cannot lobby on behalf of any group.

#### **b) Board member person specification**

<b>Key skills</b>	<b>Narrative</b>
Commitment to education	Able to demonstrate a commitment to lifelong learning and the role of The Education Training Collective within the local community and region
Commitment to safeguarding young people and vulnerable adults	Able to demonstrate an understanding of the importance of safeguarding young people and vulnerable adults and a commitment to maintaining up-to-date safeguarding knowledge. Please note that successful applicants will be required to complete a Disclosure check (DBS).
Interpersonal and team work	Able to work positively with others and debate whilst maintaining a constructive atmosphere. Able to contribute collegiately to group discussion and decision-making and to respect the complementary skills and experiences of colleagues. Able to analyse facts, make reasoned judgements and constructively challenge.
Communication and ability to influence	Able to express ideas and plans in a clear manner and to listen actively to other views. Able to communicate effectively
Planning and organisation	Able to establish quickly an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the group.
Drive to achieve and determination	Able to generate the required energy, enthusiasm and commitment necessary to be effective and have the tenacity to overcome obstacles
Strategic perspective	Able to develop a broad-based view of issues and events and perceive their long-term impact
Intellectual and technical ability	Able to absorb sometimes complex information and rationalise appropriately. Able to think laterally and arrive at a pragmatic solution
Leadership	Able to demonstrate behaviour and skills that motivate others to achieve, inspire confidence in others to achieve objectives, and respect the views of others
IT	Able to utilise technology to access governance documentation and remote meetings as required Willing to undertake training and development as required to ensure effective use of technology related to the role of governor

Experience	<u>Essential</u> <ul style="list-style-type: none"> <li>Ability to demonstrate a full understanding and appreciation of the principles of governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life (<b>see Appendix 1 - attached</b>)</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>Expertise in a range of sectors, e.g. private, public, not for profit</li> </ul>
Qualifications	No specific qualifications but a commitment to lifelong learning and ongoing development is <b>essential</b>
Circumstances	Available to prepare fully for and attend scheduled meetings of the Governing Body and its committees. Minimum attendance of 80% at formal meetings is expected.
Equal opportunities	Committed to equal opportunities
Diversity	The Etc. positively welcomes applications from persons who can add to the diversity of the Corporation.

## b) Time commitment

All Board members are required to prepare for and attend all meetings of the FE Corporation board. Corporation board meetings take place five times per year and meetings last approximately 2.5 hours. Meetings are currently scheduled for Thursday evenings with start times alternately of 5.30 pm and 4 pm. Online access (via Teams) is available for all Corporation meetings.

Board members are also expected to attend a Strategic Conference (usually overnight, Friday full day and Saturday am), at a hotel in the Teesside / Cleveland area. This is an opportunity for board members to set strategic aims and objectives. This is an in person only event and seen as a core event for all Board members.

Board members also need to attend three Governor Workshops, usually lasting 1.5 hours. These are training and update sessions.

Board members are also expected to serve on one of the Corporation board's committees. Committees usually meet four times a year and meetings usually last around two hours. Most meetings are scheduled for Thursday evenings from 5.30 pm.

Board members are also expected to take opportunities to attend the wide range of group events that take place each year, including high quality student drama productions, art exhibitions, and staff development days. All Board members are expected to attend at least one group event per year.

The successful candidate may also be asked to serve on further committees or task and finish groups, and represent the Corporation board at internal or external events, in line with their skills and experience and as appropriate for the effective operation of the Corporation board.

There is no remuneration attached to the role but all reasonable expenses can be reimbursed.

## APPENDIX

Public concern about the financial probity of members of parliament and other holders of public office led to the setting up in 1994 of the Committee on Standards in Public Life chaired by Lord Nolan and later Lord Neill). The Committee drew up seven principles of public life as a yardstick against which public service may be measured:

- **Selflessness:** Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.
- **Honesty:** Holders of public office have a duty to declare any private interest relating to their public office duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example