

Governance Professional



Person Specification

Attributes	Essential	Desirable
Qualifications	<p>Educated to degree level or equivalent</p> <p>Up to date knowledge of corporate governance practice</p>	<p>A relevant qualification in law or corporate governance and/or substantial governance experience in:</p> <ul style="list-style-type: none"> ▪ The University / College sector ▪ Central / Local Government ▪ Registered Charities ▪ The Scottish Court & Tribunal Service <p>If the applicant is new to the further education sector then appropriate mentoring will be provided.</p>
Skills and Competencies	<p>Ability to work confidently with the College Board of Management and Executive Leadership Team, together with external regulatory bodies, and build successful working relationships within short timescales.</p> <p>Ability to be highly organised with a planned and methodical approach, prioritising competing demands and successfully coordinating a range of ongoing activities, as well as being pro-active and forward thinking.</p> <p>Ability to coordinate the preparation of Board minutes for final approval.</p> <p>Excellent communication, negotiation and interpersonal skills with the ability to communicate in a range of formats, both oral and written, while maintaining objectivity and confidentiality and discretion in all College business.</p> <p>Ability to travel and work flexibly.</p> <p>Appropriate digital skills including competence in the Microsoft Office suite, video conferencing technologies and presentation equipment.</p>	

	<p>The post-holder will require significant analysis, problem-solving, presentation and negotiating skills, to support the Board of Management in their governance responsibilities.</p> <p>The post-holder will require to be proactive in keeping abreast of current and emerging guidance and legislation and advising the College Board of Management accordingly.</p>	
Knowledge	<p>The post holder must demonstrate a knowledge of:</p> <ul style="list-style-type: none"> ▪ The Further Education Sector and key developments within it. ▪ Good Governance Standards for Public Services/Principles of Public Life. ▪ The legal framework in which the Board of Management and the Lanarkshire Regional Strategic Body operates. 	
Experience	<p>The post holder will demonstrate a track record of:</p> <ul style="list-style-type: none"> ▪ Working within an environment focused on strong governance. ▪ Working with a Board of Management ▪ Supporting a diverse range of needs in a committee structure. ▪ Proof reading and preparing minutes of Board and Committee meetings. ▪ Holding a senior level position and complex/difficult decision-making. 	