

JOB DESCRIPTION

Job Title: **GOVERNANCE & EXECUTIVE SUPPORT MANAGER**

Line Managed by: Principal

Staff Responsibilities: As detailed in the organisational chart

Principal Tasks: The post holder is required to lead and manage aspects of the secretariat support function within South Lanarkshire College to ensure the Principal, Senior Leadership Team and Board are supported effectively. This role will provide administrative support to the independent Clerk to the Board of Management whose role is set out in the Code of Good Governance for Scotland's Colleges.

This post holder is also required to monitor and comply with the established governance framework to ensure high standards of governance and transparency are maintained.

Main Duties:

Executive Support

Provide excellent executive level administrative and secretarial support to the Principal, Senior Leadership Team, the Board of Management, its Committees and the Clerk to the Board and on a daily basis.

Lead on a range of projects to develop the service, procedures and systems of the administration and secretariat function.

Line management responsibility for the Secretariat team to ensure the delivery of a high-quality service to the Principal, Senior Leadership Team, the Board of Management and its Committees.

Develop and maintain a stakeholder database for the use of the Principal, Senior Leadership Team and Board of Management.

Produce an annual self-evaluation report and lead on self-evaluation activities for the secretariat in accordance with College procedures.

Ensure that internal and external deadlines are met to support the administration of the College, Board of Management and its Committees.

Ensure that all matters in relation to the Lanarkshire Board, Scottish Funding Council, Scottish Government and other agencies are attended to as appropriate including effective communication, logging of deadlines and ensuring responses are submitted in

a timeous manner in consultation with the senior staff and Clerk as and when appropriate.

Maintain and develop a complex array of relationships with individuals such as Senior Leadership Team/Board of Management members, external guests and all staff using judgement, discretion, initiative and interpersonal skills to ensure smooth and harmonious College operations.

Provide accurate and pertinent information to a wide variety of stakeholders as required (including during the Principal's absence) with the knowledge to recognise when matters should be referred to another member of the Senior Leadership Team.

Liaise effectively with external and internal visitors at all levels to the offices of the Principal.

Develop and maintain a robust forward planning system to ensure that all work is up to date and in accordance with agreed timescales.

Book travel and accommodation, including producing complex itineraries, as required for the Principal, the Chair of the Board and Board members. Produce in depth/detailed itineraries and back up paperwork as required to ensure the Principal has relevant and reliable information to hand.

Implement and maintain a robust filing system both paper and electronic in order that documents can be easily retrieved.

Manage, deliver and co-ordinate the typing of a substantial quantity of correspondence and professional papers ensuring the highest standard of accuracy and presentation is achieved.

Organise meetings, room bookings, hospitality and all other associated requirements as required by the Board of Management and Senior Management Team.

Active involvement in, and organisation of, events required by the Principal and the Chair of the Board of Management including the responsibility for maintaining/updating guest lists.

Develop the skills of managed staff through identification of training and development needs with the College's Career Review process.

Governance

Assist the Clerk to the Board in relation to the Governance Action Plan – taking forward actions as appropriate, Governance Deadline Sheet, Board Action Log and the General Data Protection Regulations as agreed with the Clerk.

Assist the Clerk to the Board to produce reports for the Board of Management as required.

Work closely with the Principal and Clerk to the Board to ensure appropriate planning and implementation of the governance framework.

With the Clerk manage the development, operation and maintenance of corporate governance systems and procedures.

With the Clerk manage the governance area on the College website ensuring it complies with the College Publication Scheme.

With the Clerk manage and develop the Board Portal area and the meeting papers section on the College intranet.

Liaise with the Clerk to ensure that Board member CPD activity is booked and logged for accurate reporting purposes.

Produce an annual Board of Management and Standing Committee calendar including development days in collaboration with the Clerk to the Board and the Principal.

Work with other managers in all areas within the College to ensure the preparation of agendas, collation of associated papers and timeous distribution of same to ensure smooth service delivery consistent with service standards.

Prepare a service standard schedule for Standing Committees and ensure this is adhered to for effective governance of College operations.

Attend and record all main Board of Management and Standing Committees meetings as required working with the Clerk to ensure that the minute produced is accurate and of a high standard.

Assist the Chair, Principal and Clerk to the Board ensuring that timelines in relation to planning are in place to ensure governance smooth flow e.g. Board of Management recruitment.

Develop and deliver a wide variety of governance related matters including the ongoing development of a forward planning schedule.

Develop effective and professional relationships with the Board of Management, College Managers and external stakeholders to ensure compliance with the Nolan Principles of good governance.

Assist the Clerk to the Board with other corporate governance matters as required.

Coordinate the College response to Freedom of Information requests.

Manage the College Complaints Policy and procedure.

Administration

Manage the Secretariat team providing a supervisory/mentor role to colleagues/department staff members as required that includes guidance and support to ensure the department operates effectively.

Provide opportunities for colleagues/department staff members to develop their professional skills and experiences.

Lead the training of colleagues/department staff members in all aspects of the Secretariat team in order that they can provide cover as required during e.g. annual leave.

Devise and implement an operational plan for the Secretariat team within the timeline established by the College for such plans.

General

Keep abreast of current developments which may be relevant to College activity and future direction.

Have an understanding of and comply with College policies and procedures.

Promote and advance Equality and Diversity in all aspects of College operations.

Promote the ethos and values of the College and the standard to which staff and students demonstrate these in all areas of College life.

Provide leadership to staff, where appropriate to the role, encouraging training and development to ensure all achieve their full potential.

Assist with self-evaluation activities for their area in accordance with College procedures.

Respect the confidentiality of matters relating to learners and staff.

Understand your role and obligations in complying with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK General Data Protection Regulations and the Freedom of Information Act.

Report any accidental or unlawful loss of personal data in accordance with the College Data Protection Policy.

Ensure the Health and Safety of staff and students in all aspects of College activity by exercising a duty of care for personal health and safety and that of others who may be affected by their actions.

Carry out any other duty commensurate with the post as required by the Depute Principal or the Principal.

The duties of this post will be reviewed periodically and may, in consequence, be modified to meet new requirements and the exigencies of the service.

The Governance and Executive Support Manager will communicate regularly using a variety of methods with internal and external stakeholders.

The post-holder has working relationships with staff at all levels, but specifically with the Senior Leadership Team, the Clerk to the Board and Secretariat staff to contribute to the delivery of efficient, high-quality services across all of the College's campuses.

The post-holder is required to develop and maintain relationships with stakeholders both internal and external to the College.

The Governance and Executive Support Manager will have some autonomy in setting objectives and responsibilities for this role, within broad parameters set by the Principal. The Governance and Executive Support Manager will be accountable for delivery of these objectives.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Created: March 2023