

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Governance and Compliance Officer	<b>Post Number:</b>	CS0300P
<b>Daily Supervision:</b>	Senior Postholder  Daily Supervision – Chief Finance and Compliance Officer	<b>Salary:</b>	Management Scale 5-8 £42,976 – £46,608 per annum
<b>Department:</b>	N/A – Senior Postholder	<b>Last Updated:</b>	January 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

The postholder will provide advisory and professional support to the Corporation and its subsidiaries, the Principal and CEO and the Group Leadership Team to ensure excellence in governance policy and practice. The postholder will have responsibility for supporting governance, risk management, policy, freedom of information, data protection and public interest disclosure ensuring that compliance and best practice is embedded into corporate culture and that the organisation meets its obligations in an effective and efficient manner.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

### Governance Support

1. Build effective working relationships with members of the Corporation, its 8 active subsidiary boards made up of commercial and overseas entities the Principal and CEO and internal/external stakeholders.
2. Develop the annual governance schedule, ensuring the appropriate scheduling of meetings to allow for escalation and flow of information and decision making.
3. Monitor and advise the organisation's corporate governance documents, including the articles, instruments, standing orders and terms of reference.
4. Maintaining Governor records including: personal, biographical and contact details, terms of office, attendance records, Register of Interests and Skills Audits.
5. As Company Secretary, ensure accurate and timely submissions to the relevant regulatory bodies including the ESFA, Companies House and Charity Commission.
6. Provide advice, support and challenge to the Corporation and its subsidiary boards on all matters relating to corporate governance, including regulations, complex technical or legal concepts.
7. Implement and deliver a robust recruitment, selection, induction and development process for members of the Corporation, including staff and student Governors.
8. Implement effective systems and processes to ensure good governance leading to results that meet the needs of all relevant stakeholders and boards while making the best use of resources at our disposal, including effective communication, organisation and facilitation of meetings.
9. Provide proactive and responsive support to members of the Corporation, so that all queries and concerns are resolved in a timely manner.
10. Ensure accurate and complete records/minutes of all Governance meetings ensuring all meetings are held in line with corporate and statutory requirements and comply to the College Handbook.

### Policy

11. Maintain an up-to-date policy schedule and facilitate the timely and effective review, approval and communication of policies.
12. Support the development of high-quality, compliant policies which align with the Lincoln College Group Strategy and Purpose.
13. Develop and manage governance policies, ensuring that they are compliant with relevant legislation and best practice.
14. Manage the organisation's response to complaints against the Corporation or its Governors in line with company policies and as stated on the website.
15. Advise to the Corporation on developments within the sector and be proactive in keeping abreast of current and emerging guidance and legislation and advise Governors accordingly. This may be a development area but is key to the longer-term objective of the role.
16. Ensure all approved policies are communicated effectively to the relevant stakeholders and are also kept up to date on the company website where required/relevant.

### Risk Management

17. Support the CFCO on the risk management procedure, policies and protocols to enable effective organisation planning and decision making including:
  - a. the design, implementation and communication of an overall risk management process.
  - b. working with Governors to establish the level of risk the College group is willing to take.
  - c. evaluate the risks with the risk appetite criteria set out by the Board of Corporation and each of the boards.
  - d. working with risk owners to determine that their risks are being managed and being brought into appetite.
  - e. reporting on risk to the Audit and Risk committee to provide assurance that risk is being managed effectively.

## Data Protection, Freedom of Information and Public Interest Disclosures

18. Act as the Data Protection Officer / Freedom of Information Officer for Lincoln College and its subsidiaries, informing and advising the organisation about its obligations.
19. Promote a culture of data protection compliance to ensure all employees receive adequate training, information and guidance on data protection matters.
20. Monitor and report on compliance with data protection legislation, including managing relevant documentation and conducting internal audits as necessary.
21. Act as a liaison point with the Information Commissioner's Office, taking advice and reporting breaches as necessary.
22. Manage procedures for handling data breaches, rights requests, Public Interest Disclosures, Freedom of Information requests and publication of relevant public information.
23. Monitor and provide advice on Data Protection Impact Assessments.
24. Maintain an up-to-date working knowledge of data protection related legislation and best practice.

## Other Responsibilities

25. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
26. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
27. To maintain quality standards appropriate to the post.
28. To conform with the Health and Safety requirements relevant to the post.
29. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

Knowledge	
1	Holder of a relevant professional qualification eg. In Finance, law, etc.
2	Willingness to obtain a Governance Professionals' Qualification
2	Excellent working knowledge of statutory and constitutional matters relating to Corporate Governance (desirable)
3	Understanding of Corporate Governance legislation (desirable)
4	Working knowledge of legislation relating to data protection, contracts and Corporate Governance

Skills/Abilities – Interpersonal	
5	Confidence and ability to influence change and challenge at Board level
6	A team player who is self-motivated and able to work autonomously and proactively
7	Model the Lincoln College Mindset: <ul style="list-style-type: none"> <li>- Clear and Compelling Purpose</li> <li>- Enabled and Liberated Workforce</li> <li>- High Performing Leadership and Teams</li> <li>- Lean, Efficient and Sustainable Systems</li> <li>- Exceptional Communication</li> <li>- Sharp Focus on Numbers</li> </ul>
8	Excellent people skills to support engagement with all stakeholders at all levels across the College and beyond

Experience	
9	Experience of working in a Corporate Governance role is desirable.
10	Previous experience of Governance in Further / Higher Education (desirable but not essential)
11	Experience of managing confidential information

Work Related Circumstances	
12	The ability to travel and work from home / other College sites
13	Strong focus on the benefits of personal and professional development

Skills/Abilities - Other	
14	Ability to produce accurate, concise, well presented meeting notes, minutes and complex reports
15	Excellent planning and organisation skills
16	Computer literate with a thorough understanding of MS Office packages

<b>Prepared By:</b>	Chief Finance and Compliance Officer
<b>Date:</b>	January 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test