Head of Governance & Performance

Candidate Pack

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ROLE INFORMATION

Post Title:	Head of Governance and Performance
Nature of the Role:	Part Time 3-4 days/week. Permanent. Hybrid (1-2 days per week on campus)
Reporting to:	Chair of the Board of Governors as Clerk and to the Director of Finance and Compliance for other responsibilities
Responsible for:	Compliance and Measurement of Organisational Performance (inc. Risk Management, Governance)
Annual Salary:	£35,000-£45,000 pro-rata depending on experience
Pension:	Workplace pension, employer contribution @ 10%*
Holidays:	30 days per annum [pro-rata for Part Time]
Location:	London (Pimlico) or Manchester (Ancoats)
Application Process:	Initial screening and then 2 x in-person interviews

How to apply:

Please complete send a CV and brief Cover Letter outlining your interest and suitability for the role to Jobs@ada.ac.uk. If you have any queries in advance of applying then please also email: Jobs@ada.ac.uk

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ROLE RESPONSIBILITIES (I)

New Role Overview:

Welcome to Ada!

We are excited to be recruiting for a Head of Governance and Performance. This important new role is part of the College's wider leadership team and is of vital performance in ensuring the effective, efficient performance of the organisation.

The right candidate will thrive in supporting the Board of Governors and College leadership team to work effectively by supporting them to ensure the accurate and efficient production and usage of all accountability reporting and communication throughout the organisation.

Working closely with the Chair of Governors, as the College's Clerk (training to be provided if necessary) and reporting into the Director of Finance and Compliance, you will thrive on providing detailed organisation to teams and bringing energy to the important discipline and accountability required to ensure a high performing Board and leadership team. You do not need to be a qualified Clerk but must possess a high level of attention to detail, be willing to take initiative where needed and be comfortable working with, and when necessary providing challenge to, senior executives and Board Members.

You will have the opportunity to learn from a wide range of experienced professionals and understand what is really required to support an organisation to achieve consistently high performance. Ada is growing steadily and consistently and the opportunities for this role to grow and expand with the organisation are significant. If this excites you then please read on and apply as soon as possible.

ROLE RESPONSIBILITIES (I)

Key Responsibilities and Accountabilities

As Clerk to the Board of Governors

Provide procedural, regulatory, and governance advice to the Board of Governors. Responsibilities include:

- provide administrative support to the governing body, for example: co-ordinating calendar of dates for governing body meetings and preparing agendas, taking notes at meetings for the preparation of minutes and ensuring that all decisions are recorded accurately and objectively, including timescales for actions
- Support the effective use of Governance Software and Generative AI for note taking at meetings. Update and maintain a database of Governance information, ensuring secure handling of confidential data and information in compliance with College Policy and the General Data Protection Regulations.
- support the onboarding, development and performance of governors in their role, for example: updating them on changes in legislation and policy, informing them of appropriate training and helping them understand their duties.
- offer advice to governors and the college on the correct governance procedures and how to improve governance
- Work with the CEO and Executive Leadership Team (ELT) to ensure a high level of governor engagement by ensuring an up-to-date calendar of opportunities, appropriate communications and effective tracking and gathering of feedback

ROLE RESPONSIBILITIES (II)

As Governance and Performance Manager

- Support the College's internal governance function, providing administrative support in aligning ELT meeting agendas with the Cycle of Business for Committee and Board meetings. Lead the shift to using AI for note taking at meetings and in systems and Processes to improve efficiency.
- Work with the Executive Leadership Team and wider leadership team to co-ordinate strategy updates and report on progress against strategic goals and agreed KPIs.
- Update and Maintain the College's Master Policy Schedule.
- Receive and co-ordinate timely responses to Freedom of Information (FOI) requests and GDPR queries and complaints.
- Be a collaborative, enthusiastic member of the College's wider leadership team, working closely with Staff and Governors to help deliver our ambitious strategy.
- Undertaking other duties commensurate with the role as directed by the Chair or Director of Finance and Compliance.

SAFEGUARDING

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be can found at www.gov.uk

EQUAL OPPORTUNITIES

Ada, the National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation

APPLICANTS WITH DISABILITIES

Ada, the National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If there is anything in this regard that you would like to discuss in relation to your application please contact HR@ada.ac.uk.

SPONSORSHIP

Sadly, we are unable to offer sponsorship for this role, so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom.

Thank you for your interest in Ada, the National College for Digital Skills.

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