

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Governor Support Specialist Officer
<b>Grade</b>	4
<b>Service</b>	Governor Support Service
<b>Reports to</b>	Governor Support Manager
<b>Location</b>	Friargate, Floor 9
<b>Job Evaluation Code</b>	L3063D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

- To support the delivery of effective governance of schools within the City and to be the Clerk to the Governors for a number of schools.
- To participate in the delivery of governor training throughout the City.

## Main Duties & Key Accountabilities

### Core Knowledge

### Service Excellence

1. Provide high quality support for governing body meetings, ensuring the highest standards of governance are applied to the team's work, and providing procedural advice to governors, officers and members.
2. Service governing body meetings, additional Directorate meetings, Headteacher group meetings. Be responsible for taking notes at meetings and processing questions, actions and other procedural information.
3. Prepare agendas and associated documents to support these meetings on time, with quality checks carried out on agendas.
4. Prepare meeting minutes on time, with quality checks carried out on these.

### Innovation and Challenge

5. Assist in monitoring and promoting good practice in governance across the City.
6. Develop an understanding of customer needs and expectations, carrying out customer survey work as required.
7. Monitor and achieve service delivery targets set within the team plan and in annual appraisal objectives, taking an active role in the establishment of these targets.
8. Help seek and collate benchmarking and customer satisfaction information.

9. Carry out quality assurance checks on agendas.

## **People**

10. Proactively contribute to team performance through maintaining a flexible approach to tasks, providing input to continuous improvement and being receptive to change.
11. Help to identify the job holder's own training and development needs and look for opportunities to meet these needs.
12. Take an active role in the establishment of the job holder's annual appraisal objectives and targets.

## **Financial Management**

13. Apply the principles and practices of the Value for Money initiative and demonstrate cost consciousness at all times.

## **Communication and Influence**

14. Liaise with officers and members as required, exercising discretion and political sensitivity.
15. Work with other teams across the City Council as appropriate.

## **Equalities and Diversity**

16. Promote the equalities and diversity agenda in the workplace and in service delivery, including the conduct and review of Equality Impact Assessments.

## **Other**

17. Work on specific projects within the People Directorate as required.
18. Be familiar with customer care and health and safety policies of the Council/Directorate.
19. Ensure corporate protocols and policies are followed including procurement of goods and services.
20. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

### External

Governing Boards, Trust Boards and Local Governing Boards, Chairs of Governors, Headteachers and other appropriate school leaders

### Internal

Members of the Governor Support Service and wider members of the Education and Improvement Service

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	L3063D
<b>Knowledge</b>	
Of a Local Authority's management and school governance management structures and the roles of governing bodies	
Of the functions of Education and the current challenges	
<b>Skills and Abilities</b>	
Produces clear and well-structured written work, including reports and letters/notes	
Able to use Microsoft Office (Word, Excel, Outlook, Google Chrome)	
Able to work well in a team, demonstrating commitment to colleagues, team objectives and collaborative working	
Able to present reports to officers and governors	
To work in a methodical manner to strict deadlines	
Able to respond to changing priorities and demands in work	
Able to analyse complex information and draw logical conclusions	
Understands the need to demonstrate value for money	
<b>Experience</b>	
Supporting formal meetings	
Minute taking	
<b>Qualifications</b>	
NVQ3 or equivalent qualification or work experience	

<b>Date Created</b>	January 2012	<b>Date Reviewed</b>	November 2022
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