

Person Specification

Director of Governance and Corporate Affairs

Criteria	Essential	Desirable
Qualifications		
Graduate or equivalent experience.	X	
Ideally have been an academy or school governor, worked closely with school governors and/or academy trustees.		X
Evidence of continuing professional development and a willingness to undertake further training relevant to the post, for example, Chartered Governance qualifications	X	
Experience		
Experience of supporting and advising Boards and their committees, with direct corporate governance experience preferably gained within a regulatory environment		X
Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives	X	
Strong track record of successfully making strategy a reality, delivering demonstrable improvements to processes and practice.	X	
Experience of identifying and mainstreaming organisational best practice, whilst also troubleshooting areas of development		X
Evidence of successfully building relationships with internal and external stakeholders at all levels to implement the highest possible standards of governance and compliance practice.	X	

Knowledge and Skills		
An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the executive and non-executive.		X
Thorough knowledge of governance in the education sector, including latest Multi- Academy Trust best practice, plus DfE and ESFA requirements.	X	
The ability to quickly gain credibility and influence senior colleagues, including being persuasive where necessary.	X	
Ability to convey complex information with clarity, including writing concise and effective Board papers	X	
Excellent planning and organisational skills.	X	
Strong interpersonal skills coupled with high levels of emotional intelligence and the ability to act diplomatically and with tact.	X	
Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across the Trust.	X	
Personal Qualities		
Have a positive, solution-focused attitude and can work on own initiative.	X	
Strong interpersonal skills coupled with high levels of emotional intelligence and the ability to act diplomatically and with tact.	X	
Ability to maintain confidentiality and impartiality at all times	X	
Other Requirements		
Ability to travel around Trust sites and to meetings	X	
Open to flexible working arrangements.	X	