

## LEICESTER COLLEGE

### Generic Job Description and Person Specification for Governors

Leicester College values its Governors' breadth of experience and skills and recognises the contribution that Governors make to the success of the College. It also wants its Governors to feel that the job they do is rewarding and satisfying. This job description and person specification help to ensure that potential Governors have a better understanding of the role of a Governor.

#### SECTION 1

##### Duties of a Governor

The duties of the Corporation (also known as the Board or Governing Body) are specified in the Instrument and Articles of Government. Collectively, individual Governors contribute their professional, specialist and general management skills to the Corporation (and through its committees) in a non-executive role. A Governor is required to be as flexible as possible in the conduct of their responsibilities and duties, ensuring that the balance of oversight of the College and its business is seen as a positive contribution that does not interfere with the day-to-day management of the College. The primary duties of Governors are to:

- play an active role in the high level strategic planning process of the College by contributing to:
  - the development of the College's mission, vision and educational character
  - the development of strategic priorities
  - the setting of measurable targets to support the College's development and budget
  - the monitoring of achievement against objectives
  - the development of plans to address major weaknesses.
- play an active role in one or more of the following, as required:
  - overseeing the management of financial, human and physical resources;
  - listening and responding to the Student Voice
  - internal audit processes
  - the development of senior post holder pay policy and framework for the pay and conditions of service of all other staff
  - development and on-going improvement of the College estate by overseeing the College's Estates Strategy
  - the recruitment of new governors
  - monitoring and oversight of the College's Curriculum Offer

- contribute to the regular monitoring of the financial health of the College
- comply with the Instrument and Articles of Government, the Corporation's standing orders and Code of Conduct, the Nolan principles, and any other related governance policies and procedures
- contribute to the business of the Corporation in an effective, efficient, open and transparent manner
- comply with the relevant legislation. Board members are charity trustees and must comply with charity legislation and case law
- attend Corporation meetings, Governor training and induction events as required
- get to know the College through discussion with the Principal and other Senior Staff, reading relevant papers, visiting the College and participating in events
- help new Governors understand their role
- act in the best interests of the College at all times.

Governors have collective responsibility for the items above but no Governor has the authority to speak or act on the Corporation's behalf unless specifically delegated to do so.

Governors must be free at all times to speak and act in what they believe to be the best interests of the College. They cannot be mandated by any group to express views which are not held by them personally. In other words, Governors can make a valuable contribution to the College in terms of their skills and expertise, but cannot lobby on behalf of any group.

Governors should avoid and should be willing to highlight any potential conflicts of interest arising from their personal and professional lives which could, or could be seen to, influence their decision making ability.

## SECTION 2

### Governors' person specification

In seeking to fill any vacancy, the Corporation endeavours to maintain a balance of skills and experience amongst its membership. The following is a specification for governors in general. Certain types of governor may require additional skills as determined by the Search and Governance Committee.

Key skills	Narrative
Commitment to education	Able to demonstrate a commitment to further education and the role of Leicester College in improving the local and national skills base.
Interpersonal and team work	Able to work positively with others and debate whilst maintaining a constructive atmosphere. Able to challenge respectfully.
Communication and ability to influence	Able to express ideas/plans in a clear manner and to listen actively to other views. Able to communicate effectively.
Planning and organisation	Able to establish quickly an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the College.
Drive to achieve and determination	Able to create the required energy/enthusiasm and commitment necessary to be effective and have the tenacity to overcome obstacles.
Strategic perspective	Able to develop a broad-based view of issues and events and perceive their long-term impact.
Intellectual and technical ability	Able to absorb sometimes complex information and rationalise appropriately. Able to think laterally and arrive at a pragmatic solution.
Leadership	Able to demonstrate behaviour and skills that motivate others to achieve, inspire confidence in others to achieve objectives, and respect the views of others.
Experience	<ul style="list-style-type: none"> <li>• Experience of a senior management role in at least a medium scale organisation and/or an appreciation of issues that affect the senior management role.</li> <li>• Expertise in a field which is of relevance to the oversight of the affairs of the College. (Some vacancies may require specific qualifications or a particular skill or experience.)</li> <li>• Ability to demonstrate a full understanding and appreciation of the principles of governance, including collective responsibility and the discharge of fiduciary duties.</li> </ul>
Circumstances	Available to attend scheduled meetings of the Corporation and Committees as appropriate with at least 80% attendance required.
Equal opportunities	Committed to equality of opportunity for all

## NOLAN PRINCIPLES

The seven principles of public life against which public service may be measured:

- *Selflessness*: Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.
- *Integrity*: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- *Objectivity*: In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.
- *Accountability*: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- *Openness*: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.
- *Honesty*: Holders of public office have a duty to declare any private interest relating to their public office duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- *Leadership*: Holders of public office should promote and support these principles by leadership and example.