

**Head of Corporate Governance
Permanent**

Job Title	Head of Corporate Governance
Location	Glasgow (Rose St)
Reports to	Secretary and Registrar
Line Manages	Senior Policy Officers (3.7 FTE)
Purpose	<ul style="list-style-type: none">• To provide high quality professional support to the Secretary and Registrar in ensuring the effective and efficient governance of the Glasgow School of Art.• To lead the corporate governance team with overall responsibility for driving and managing its performance.• To oversee provision of a committee servicing function which reflects sector best practice and offers an effective service to the Board and its committees.• To oversee the development and maintenance of comprehensive records on statutory and regulatory compliance, ensuring that the Senior Leadership Group and the Board of Governors are provided with robust and timely assurance on matters of compliance.• To undertake operational responsibility for Internal Audit and engagement with GSA's solicitors on matters of corporate governance.• In the absence of the Secretary and Registrar, to deputise in respect of their role as Secretary to the Board of Governors and, on such occasions, be the most senior advisor to Board members on matters of governance and operation.

The Role

Principal Accountabilities

Reporting to the Secretary and Registrar, the postholder will:

Governance

1. Provide strategic leadership for the cohesive and efficient operation of governance and compliance activities across the GSA, ensuring that the Board, Senior Leadership Group and academic governance are aligned and working in support of the delivery of the GSA's strategy.
2. Provide high quality support for the formal decision-making processes of the Board of Governors and its committees, ensuring timely and efficient delivery of business and dissemination and implementation of decisions.
3. Provide expert advice to the Secretary and Registrar on the duties and responsibilities of the Board and its committees, and be the day-to-day contact for these matters.

4. Ensure that the governing instruments are relevant and up to date. Advise on the Statement of Corporate Governance, supporting the Board in ensuring that the terms of the Statement of Corporate Governance and the associated provisions of GSA's legal instruments, the Higher Education Governance (Scotland) Act 2016, and the Scottish Code of Good HE Governance are met.
5. Oversee the preparation of, or personally prepare, governance briefing papers and regulations regarding matters relating to the Statement of Corporate Governance, Scottish Code of Good HE Governance, the Higher Education Governance (Scotland) Act 2016, and charity and associated legislation.
6. Lead on and ensure the implementation of the agreed framework for continued assessment of the Board and its committees, including the Board effectiveness review and cycle. Support the Chair in the review of Governor member contributions. Support the Board Intermediary in the review of the conduct of the Chair. Advise the Secretary and Registrar in support of the Chair when reviewing the effectiveness of the Director.
7. Provide expert support and advice to the Secretary and Registrar, Chair of the Board, and convenors of Board committees on agenda setting, and ensure oversight of professional and timely drafting, collation and circulation of agendas, reports and papers, minute writing and clear and effective communication to members.
8. Develop and maintain a register of institutional policies, ensuring policies are compliant with statutory and regulatory requirements, have clear ownership, are reviewed and updated in a timely manner, and appropriately approved through governance structures.
9. Lead on the design and implementation of Board recruitment exercises, ensuring effective and timely succession planning.
10. Review, from a governance perspective, papers submitted by senior management to the Board and its committees, advising the Secretary and Registrar, committee convenors, and GSA senior management accordingly.
11. Advise on the relevance and application of other sector guidance, for example from the Committee of University Chairs. Ensure that the Corporate Governance team is actively aware of relevant sector developments and their possible implications for GSA governance measures and obligations.
12. To deliver best practice in governance service, ensuring that governance structures, policies and procedures are fit for purpose, legally compliant, and provide excellent service.
13. To support the Secretary and Registrar in the implementation and operation of good governance across the GSA, maintaining and updating written guidance, delivering training, induction sessions, and providing advice and guidance to Board members and senior managers on the structures and processes for embedding good governance.
14. To deputise for the Secretary and Registrar in their absence, providing support to the Chair of the Board of Governors and Board members, and providing advice and guidance to the Board, the Director and Senior Leadership Group on all matters of governance.

15. Work collaboratively with Schools and other professional services directorates, setting expectations and standards for governance and compliance across the university, and ensuring a cohesive approach.
16. Ensure, in conjunction with the Secretary and Registrar, that the relationship with external governance partners remains effective. This will require the application of expert knowledge and considered engagement.
17. To lead on the review and upkeep of the relevant institutional memberships and subscriptions and seek opportunities for value for money in this regard.

Audit Committee and Internal Audit

18. Liaise with the Convenor of the Audit Committee and with internal and external auditors regarding matters such as the annual review of Audit Committee effectiveness and the annual Audit Committee report to the Board of Governors.
19. Undertake lead responsibility for the operation of the internal audit, working closely with the Internal Auditors and senior GSA staff to ensure that the Internal Audit cycle operates effectively.

Legal Compliance and Related Activity

20. Support the Secretary and Registrar in the oversight of institutional compliance with external regulatory and legislative requirements through the development, implementation and delivery of robust compliance monitoring processes that ensure the provision of regular, timely and robust reporting on matters of institutional compliance.
21. Lead on Companies House and OSCR related activities and submissions, ensuring timely and accurate delivery.
22. To advise the Secretary and Registrar on the implications of existing, or emerging, legislation or regulations that impact, or may impact, on GSA, and on the procedures and processes by which legislative and regulatory compliance (as it relates to governance) can most effectively be secured.
23. Support the Secretary and Registrar in the procurement and provision of professional legal and internal audit services for the GSA to ensure that cost-effective, timely expert advice is available.

Corporate Governance Office

24. Leadership and management of the Corporate Governance team, including support for the operation of the committees, and ensuring appropriate emergency management and business continuity, and data and legal compliance within the team, and exercise overall responsibility for driving and managing its performance.
25. Recruit, develop and review performance of staff within the team and set service standards, objectives and key performance indicators in consultation with the Secretary and Registrar.
26. Exercise sound financial management and accountability, using integrated budget planning to support the delivery of efficient, effective services, and manage operational budgets in line with the GSA financial regulations and policies.

Academic Registrar's Office

27. Work closely with the Academic Registrar ensuring mutual cover for the activities within the remit of Corporate Governance and certain activities within the remit of the Academic Registrar.
28. To work in conjunction with the Academic Registrar to ensure that relevant academic quality business, including external reporting, is aligned appropriately with Board requirements and is reported fully to the Board.

General

29. Be an active, collegial member of the Secretary and Registrar's senior management team.
30. Undertake continuing professional development and participate in sector level networks.
31. Fully and productively participate in GSA wide processes such as equality impact assessments, career reviews, sustainability and health and safety.
32. Represent externally as required and act as an ambassador and advocate for the Glasgow School of Art.
33. Chair, and participate in, the GSA working groups and project teams as required.
34. Deliver any other duties that may be reasonably required by the Secretary and Registrar.

Relationships

Principal Internal Contacts:

- Secretary and Registrar
- Academic Registrar
- Chair of the Board of Governors
- Convenors of Board committees
- Members of the Board of Governors
- Director of GSA
- Senior Leadership Group members and Heads of Schools

Principal External Contacts:

- GSA's Solicitors
- HEIs and sector working groups
- Internal and External Auditors
- Privy Council Representatives
- Scottish Government representatives
- Universities Scotland representatives
- University of Glasgow

Person Specification

Experience / qualifications

Essential

- Educated to degree level or equivalent experience.
- Significant experience of managing committees' in higher education or a similar environment.
- Extensive knowledge of governance, compliance, and assurance within the education sector.
- Substantial knowledge of developments in governance, legal and compliance environments, ideally in the Higher Education sector.
- Demonstrate a record of managing engagement with internal and external stakeholders in higher education or a similar environment.
- Experience of building and managing teams.
- Excellent knowledge of the broad external context in which universities operate.
- Evidence of relevant and applicable CPD.

Desirable

- Postgraduate qualification.
- Relevant professional qualification (e.g. Chartered Governance Institute).
- Experience of working in Higher Education.
- Experience of working in a small, specialist Higher Education institution.

Skills and attributes

- Outstanding written communication skills, including the ability to write clear advisory reports and take and write concise, action-focussed minutes.
- Excellent interpersonal skills with the ability to forge effective working relationships at all levels across an organisation, both internally and externally.
- Excellent attention to detail.
- The ability to work independently and be responsible for taking decisions.
- Ability to influence and effect change across a complex organization.
- Ability to develop and implement institutional policy.
- Excellent judgement, personal integrity and a strong commitment to enhancing service provision.
- A role model for the GSA values and ethical leadership behaviours that underpin the vision and Strategic Plan.
- Ability to manage performance and support development through setting clear direction and expectations and empowering staff to achieve them.

Terms and Conditions

Contract

Permanent

Probationary Period

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 3 months.

Salary	Grade 8 (£56,021 - £64,914) per annum
Hours	35 hours per week (1.0 FTE)
Holidays	35 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	3 months