



# Assignment Brief

## Director of Governance

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# Welcome from the Chair of the Governing Body

Thank you for your interest in applying for the Director of Governance role at The Sheffield College.

We are very proud of our city and the part that we play providing academic, vocational and professional qualifications to around 14,000 young people and adults a year.

Alongside the city's two universities, the College is an anchor institution in Sheffield and has a crucial role in the regional economy.

Benefiting from strong strategic partnerships across the city and beyond, we continually review and develop our curriculum to match local skills needs and to ensure that our students go further in employment and their careers.

We work with approximately 2,400 employers. Of those, around 800 employers are involved in apprenticeship programmes and more than 1,650 provide experience of work, industry placements or other work-related activity.

Our mission is *transforming lives through learning* as we strive to put students first in everything we do. Our strategic plan focuses on the key themes of learning, people, partnerships and sustainability, and our values are fairness, respect, equality, diversity, inclusivity and engagement.

By 2025, our vision is that we will be leaders in technical and academic education creating exceptional opportunities for the communities that we serve to realise their aspirations. We are proud of our talented and skilled staff. Having recently been graded 'good' by Ofsted, we are on track to achieving our vision.

Receiving recognition in a series of awards during the last two years, including the Educate North Awards and AoC Beacon Awards, is further testament to the College's commitment to delivering high quality programmes that enhance opportunities for students.

The Executive Team and Governing Body are ambitious for the future and our vibrant and diverse college community whilst also having the determination and resolve to deal with wider challenges such as skills shortages, sustainability and funding pressures.

As one of the largest standalone colleges in England, we are committed to championing the further education sector and investment in our students and staff. That is why we are looking for a highly motivated, experienced, and ambitious individual to join our Executive Team.

We are looking for someone with experience and professionalism to manage our corporate governance arrangements, who shares our values and ambitions and who will ensure that governance contributes meaningfully to the college's improvement journey to 'great' and that the College is an exemplar of best practice in the sector.

We look forward to receiving your application.

Yours faithfully,

John Mothersole  
Chair of the Governing Body  
The Sheffield College

# The Sheffield College

The Sheffield College is a general Further Education College in the South Yorkshire Mayoral Combined Authority, providing high quality academic, technical and vocational training to enhance qualifications, skills and employability across the region.

Adopting a 'one college approach', the college is supported by 1,300 dedicated and highly professional staff, operating across several sites across the city.

At The Sheffield College, we focus on careers not just courses. Our students achieve so much more than a qualification: they grow in aspirations and confidence and look to the future with optimism. The majority of our students are local and are the city's talent pool and employees of the future. We offer a huge range of vocational, technical and academic qualifications to help young people and adults go further from entry through to degree level.

We are the largest apprenticeship provider in the city and South Yorkshire Mayoral Combined Authority. We have made great strides with award-winning initiatives and thanks to the dedication and commitment of our amazing staff - but we are not complacent. We want to achieve more.

## Our Mission

Transforming lives through learning

## Our Vision

By 2025, we will be the leaders in technical and academic education, creating exceptional opportunities for the communities that we serve to realise their aspirations.

## Values and Behaviours

As a leader at The Sheffield College you will be an ambassador, representing the college with pride and leading by example to uphold our values. We expect our leaders to:

- Believe in the power of education and put students first.
- Strive for high performance, take ownership of your actions.
- Tackle challenges with a positive attitude.
- Never stop learning and acknowledge that we are all on a learning journey.
- Not be afraid to try new ways of doing things to make improvements.
- Celebrate the success of staff and students.
- Treat others as you want to be treated.
- Work collaboratively, and take time to support colleagues to achieve their best.
- Listen to others' views, and share information proactively to help others succeed.
- Embrace the diversity in our college community.

You will ensure these behaviours are embedded through your teams, ensuring that all our people are Empowered and Thriving, Together.



# Key Facts and Figures

Our students get the qualifications and skills they need to go further in employment, careers, apprenticeships, further training and university level courses.

## Students and Qualifications

- Approximately 13,771 students and apprentices studied at The Sheffield College during the last academic year, 2021/22.
- More than 5,000 of those learners were aged 16 to 18 and more than 7,000 were adults.
- Of those learners, 2,097 were apprentices: 816 were aged 16 to 18 and 1,281 were adults.
- The number of degree level students during 2021/22 was 403 and they comprised 338 full-time and 65 part-time learners.
- The total number of access to university level course students during 2021/22 was 347.
- Approximately 417 externally awarded qualifications are offered by the College.
- The College offers approximately 115 apprenticeship programmes as well as vocational diplomas, A Levels, access to higher education courses and university level courses such as foundation and honours degrees.

## Economic Impact

- The total economic impact of the College was £282.5 million according to research completed by EMSI in 2019 and based on data from 2017/18.
- Of that sum, £239.7 million is the amount that former students contributed to the South Yorkshire Mayoral Combined Authority - equivalent to supporting 10,700 average wage jobs.
- On average, students who achieve a Level 3 qualification will earn £6,888 a year more than someone with no formal qualifications in the South Yorkshire Mayoral Combined Authority. This equates to approximately £261,000 in higher earnings over a working lifetime.
- For every £1 that learners invest in their education at the College (in the form of out-of-pocket expenses and forgone time and money) they receive £5.20 in higher future earnings.
- For every £1 that learners forgo whilst undertaking an apprenticeship, they receive £6.20 in higher future wages.
- In 2017/18, former college apprentices employed in the South Yorkshire Mayoral Combined Authority workforce contributed £9.2 million in added income.
- Employers will receive £1.30 in return for every £1 invested in the College's apprentices, as those apprentices become more competent, skilled and productive.



# Job Description

**Job Title:** Director of Governance  
**Accountable To:** Chair of the Governing Body

## Purpose

To act as Clerk to the Governing Body and its Committees, issuing agendas and ensuring that a timely, accurate and suitable formal record is kept of the proceedings and decisions.

To advise the Chair and Governing Body on compliance with the requirements of the college's Instruments and Articles, statutory requirements, the general law and Governing Body Standing Orders.

To promote and support effective governance and governance-related practices, including self-assessment, governor recruitment and development, governor updating and the procurement of professional advice.

To identify outstanding practice and to play a significant part regionally and nationally in shaping the direction of travel for governance in the FE sector.

To advise on and administer (on behalf of the College) a range of contractually significant matters including procurement and outsourcing of governance-related services.

## Main Duties and Responsibilities

### Operation of the Governing Body

- To organise, administer and minute the meetings of the Governors, keeping and updating action-records, and, where appropriate, formulating follow-up instructions.
- To ensure minutes and other relevant information are properly archived and are available to all Governors and other authorised persons.
- To maintain securely separate digital or physical files of any confidential material relating to the responsibilities of the role.
- To maintain an attendance record of Governors, notifying any Governors whose membership lapses because of non-attendance or who become disqualified for some other reason.
- To organise, within the resources available, the provision of appropriate administrative support to Governing Body role holders.
- Ensure compliance with the law and with college policies on public access to Governing Body information.



### Providing Advice

- To provide independent advice during meetings of the Governing Body and its Committees on their proper conduct.
- To advise Governors on declarations of interest and on what matters should be included in the register of interests.
- To advise the Chair, the Chief Executive and Principal, Governing Body, its Committees and individual Governors and to take appropriate action after consideration and advice if and when they appear to be at risk of acting outside their powers or to be proposing actions that may not be lawful.
- To advise the Chair, the Chief Executive and Principal, Governing Body and its Committees and individual Governors on matters pertaining to effective governance.

## Effective Governance

- To ensure that the Governing Body operates within its powers as outlined in the Instrument and Articles, the Education Acts and other relevant law affecting governance.
- Working with the Chair, the Chairs of Committees and the Chief Executive and Principal and their team, to maintain and update an annual Cycle of Business and a two-year rolling schedule of meetings.
- To keep abreast of relevant legislative, regulatory and other changes that have a bearing on further education and charity governance.
- To prepare a regular updates for Governors and clear, concise briefing papers and reports on governance and other relevant matters.
- To oversee with the Chair of the Governing Body, the Chief Executive and Principal, and the Chair of Search, Remuneration and Governance Committee, a quality improvement framework for governance that engenders the trust and confidence of Governors, staff, students and stakeholders.
- To support the Governing Body in evaluating its own effectiveness, including providing support during external inspections, and arranging for independent evaluation of the work of Governing Body when deemed appropriate.



- To maintain records of the College's self-assessment against the AoC Code of Good Governance (or equivalent) and to complete the relevant sections of the ESFA Regularity Questionnaire (or its successors).
  - To maintain a regularly updated and appropriately structured register of Governors' interests.
  - To manage the processes for recruiting new governors (whether by appointment or election), ensuring that all new governors are suitably inducted in their role, and that all governors receive appropriate and planned training and development.
- To ensure that all statutory and regulatory governance, company and charitable returns are made in a timely manner.
  - To act as Company Secretary to the College's subsidiary companies.
  - To liaise with the UTC Academy Trust and any other entities of which the college is a member or subscriber, to ensure appropriate reporting to the Governing Body.

## Contract-Related Matters

- To be responsible for the proper use of the Corporation Seal, including keeping the seal in safe custody and ensuring that all deeds and documents to which the seal has been affixed have been properly authenticated.
- To support the Governing Body in the periodic procurement of Assurance Advisors e.g. internal and external audit services.

## Other Duties

- To have regard for the College's responsibilities for: promoting equality, diversity and inclusion; safeguarding students and other relevant stakeholders; and ensuring effective health and safety arrangements.
- To undertake appropriate training and development relating to the role.
- To undertake such other duties and responsibilities as the Governing Body may reasonably require, after consultation between the postholder and the Chair of the Governing Body.

# Person Specification

## Education and Qualifications

- A relevant degree or equivalent qualification with a track record of continued professional development (such as completion of Chartered Governance Qualifying Programme or CGI Chartered Secretary qualification).
- Recommended qualification for governance professionals in further education, or willing to take the current qualification if required to do so.

## Knowledge and Experience

- Knowledge, understanding and experience of working as a governance professional, Company Secretary, or Senior Administrator.
- A successful record of providing high quality impartial and professional advice regarding governance matters to a board.

## Skills and Attributes

- A strong understanding of governance issues and the relationship between governance and management, with the ability to manage the interface between them successfully.
- A record of developing and building good professional working relationships.
- A record of working effectively as part of a team with a flexible, pragmatic and 'can-do' approach.
- Excellent communication skills: oral, written, and presentation.
- Strong organisational, management and planning skills.
- Diplomatic, independent and operating with the highest probity.
- Integrity, discretion and excellent judgement.



## Other Requirements

Due to the nature of this role, it will be necessary for the appropriate level of Disclosure & Barring Service disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the College. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

# Terms

## Remuneration

The salary will be up to £65,000 dependent upon experience.

## Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

## Relocation

The College will pay an allowance of up to £8,000 for relocation costs, if required.

## Pension Scheme

The holder of this post will have access to a LGPS Pension.

# Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for Applications	17:00 Friday 30 <sup>th</sup> June 2023
Interviews with Dodd Partners	5 <sup>th</sup> and 6 <sup>th</sup> July 2023
Shortlist Meeting	12 <sup>th</sup> July 2023
Final Interviews	19 <sup>th</sup> July 2023

# How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of The Sheffield College. If you wish to apply for this position, please supply the following:

- A covering letter (maximum two sides) highlighting your suitability and how you meet the criteria in the Person Specification, together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at [contactus@doddpartners.com](mailto:contactus@doddpartners.com) by **17:00 Monday 30<sup>th</sup> June 2023**, referencing assignment DP3087.

## Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on **07545 431 848** or **01244 738450**. Alternatively, email: [johndodd@doddpartners.com](mailto:johndodd@doddpartners.com)