

Appointment of Secretary to the Governing Body (2533)

Guide for Applicants



Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: www.nrc.ac.uk

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

Terri Scott
Principal and Chief Executive

1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: www.nrc.ac.uk

2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

Vision

“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”

Mission

“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”

Values

Student Focused	Putting the student first in all we do.
Innovation	Challenging ourselves to be innovative and drive continuous improvement.
Collaboration	Engaging proactively with internal and external partners to achieve joint goals.
Inclusiveness	Promoting equality, diversity, transparency and opportunity.
Sustainability	Focusing on the long-term future of our College.
Development	Committing to ongoing development of our staff.

3. Job Description

Job Title: Secretary to the Governing Body

Reporting to: The Chairperson of the Governing Body

Job Purpose:

To promote effective governance by ensuring Governing Body proceedings are conducted in accordance with the provision of the statutory Instrument and Articles of Government and relevant legislation. The post-holder has specific responsibility for organising the business of the Governing Body and its Committees in conjunction with the Chairperson, Principal and Chief Executive and Committee Chairs.

The appointment of the Secretary is made by the Governing Body. The Secretary works directly for the Governing Body and is answerable to it through the Chairperson for the proper discharge of duties.

Specific duties include:

- summoning meetings;
- preparing agenda and papers;
- attend and take minutes of meetings;
- advising the Chairperson on procedures;
- ensuring that the decisions of the Governing Body are conveyed to those with a responsibility to implement them (though any communication with staff of the College must be made via the Principal and Chief Executive);
- processing correspondence on behalf of the Governing Body.

The post-holder must be familiar with the Instrument and Articles of Government, Standing Orders and any relevant guidance provided by the Department for the Economy in order to serve the Governing Body in an effective and efficient manner.

The post-holder will advise the Chairperson, Principal and Chief Executive and Committee Chairs on matters relating to the Governing Body and Committee meeting procedures in accordance with the Instrument and Articles of Government and Standing Orders.

The post-holder is accountable to the Governing Body of the College, through the Chairperson of the Governing Body. However to be effective the post holder requires an appropriate measure of independence and must have an appreciation of the ethical issues relating to the conduct of those in public life and of Governors in Further and Higher Education Colleges in particular.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set it in the context of the framework within which the post holder will operate.

Key Responsibilities and Duties

The successful candidate will be responsible for any or all of the following duties:

Conduct Governing Body/Sub-Committee Meetings

- Ensure that the conduct of the business of the Governing Body, and of individual members, accords with the high standards expected of those in public life.
- To be responsible for providing guidance and support to the Governing Body, to its Committees, and the Chairperson on corporate governance issues.
- Prepare and review, when required, for approval by the Governing Body, Committee terms of reference and rules relating to composition, quorate, chairing and frequency of Committee meetings and written statements of policy. The publication of minutes of Committee meetings in accordance with the provisions of the Instrument and Articles of Government.
- Ensure that the meetings are quorate.
- Attend meetings of the Governing Body or any meeting of any Committee established by the Governing Body except where a direct conflict of interest exists.
- Attend preparatory meetings between the Chairperson and Principal and Chief Executive as required.
- Liaise with the Principal and Chief Executive as required to ensure receipt of supporting papers for meetings.
- Assist the Chairperson, Committee Chairs and Principal and Chief Executive in drafting meeting agendas.
- Draft agendas and organise the supporting reports and briefing papers and liaise with those members of staff or Governors who may be required to prepare papers for Governing Body meetings.
- In conjunction with the Chairperson, Committee Chairs and Principal and Chief Executive timetable all meetings of the Governing Body and its Committees, call meetings giving proper written notice and arrange for the timely distribution of agendas and supporting papers.
- Record minutes of all meetings attended, prepare draft minutes and present to the Chairperson/Committee Chairs and the Principal and Chief Executive within the specified timescales for their attention, liaise with the Chairperson and Committee Chairs to ensure revised minutes are presented for approval by the Governing Body/Committees in a timely manner.
- Act as correspondent for the Governing Body as directed by the Chairperson of the Governing Body.

- Facilitate communication on Governing Body matters between the Chairperson, Principal and Chief Executive and Senior Staff of the College.
- Assist the Chairperson and Committee Chairs in carrying out an annual self-assessment of the Governing Body and its Committees.
- Publish the Governing Body meeting papers on the College web site in accordance with the Instrument and Articles of Government.
- Ensure that signed copies of all the Governing Body meetings are provided to the Department of Employment and Learning in a timely manner.
- Maintain and update the Governors' section of the College website.
- Prepare and draft reports required by the Governing Body as and when required.
- Maintain a separate confidential file regarding sensitive matters relating to e.g. staff, student or other matters.
- Organise and maintain an electronic schedule of diary appointments for the Chairperson.
- Make arrangements for the safe custody of the official record of the Governing Body business and maintain a record of outstanding business.
- Provide administrative support to the Chairperson of the Governing Body and the Chairs of Committees.
- Ensure that copies of the statutory Instrument and Articles of Government are made available for public inspection.
- Ensure compliance with the law regarding public access to Governors' papers.
- Maintain and review the Governing Body members' Register of Interests and arrange that it is available for public inspection.

Governing Body Appointments

- Advise the Chairperson and the Governing Body on the appointments/removals to/from the Governing Body and Committees in accordance with the provisions of the statutory Instrument of Government.
- Assist the Chairperson in the arrangement and coordination of appropriate induction and training programmes for Governors.
- Notify the Chairperson of the Governing Body and Department for the Economy of any vacancies within the Governing Body.
- Issue and receive on behalf of the Governing Body notices relating to Members.

- Notify the Chairperson of the Governing Body on lapsed attendance of a member of the Governing Body.
- Assist the Chairperson in the preparation for the annual assessment of Governors.

Risk Management

- Assist the Chairperson and Governing Body in maintaining a Governance Risk Management Register.

General

- Be required to undertake work outside normal working hours on occasions.
- Provide reports, written and oral, as required.
- Ensure that all documentation and authorisation procedures are adhered to.
- Attend appropriate training programmes as and when required.

Conditions

- Promote the College positively at all times.
- Abide by all College procedures and ensure these are implemented in area of responsibility.
- Any other duties appropriate to the grade and post, as assigned.
- Comply with and actively promote College policies and procedures on all aspects of equality.
- Ensure full compliance with Health and Safety requirements and legislation in accordance with College policies and procedures.
- Ensure full compliance with the College's quality assurance systems and procedures in accordance with College policies and procedures.

The list of duties is not exhaustive. The post holder will be expected to undertake other relevant duties in order to meet any changing operational requirements.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

4. Person Specification

Applicants must meet the following Essential and Desirable Criteria:

Personnel Specification		
Criteria	Essential/Desirable	How Assessed
Qualifications		
A level 6 qualification on the National Qualifications Framework (NQF) in any discipline e.g. Degree or above.	E	Application form/ Certificates
Membership of the Chartered Institute of Secretaries	D	
Knowledge & Experience		
Experience in committee work and / or administration of meetings of corporate bodies or senior management teams in either the public or private sector	E	Application form
Information technology skills relevant to the post including electronic distribution and retention of GB papers, agendas and documents	E	
Demonstrate an understanding of the policies and strategies relevant to the effective governance of an FE College	E	
Administration and organisational skills, particularly the ability to take clear, concise and accurate minutes and prepare agendas as well as the ability to draft accurately and succinctly.	E	
An ECDL qualification / equivalent with an understanding of electronic board meeting software	D	
Key Competencies		
<ul style="list-style-type: none"> • Planning, prioritising and organising • Communication • Managing stakeholder relationships • Team work • Problem solving • Judgement/decisiveness • Using own initiative 	E	Interview
Other Requirements		
Ability to travel between sites and to external events	E	Application form

5. Terms of Appointment

- This is a permanent post.
- The salary scale for this post is £33,437 - £36,379.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

6. Recruitment and Selection Process

How to apply

To apply in the first instance please email completed application form to jobs@nrc.ac.uk

Hard copy applications can be sent to:

Human Resources
Northern Regional College
Farm Lodge
Ballymena
BT43 7DF

The closing date for applications is **Tuesday 20 February** 2018 at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Equal Opportunities Monitoring

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Application Form

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

Shortlist

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

Selection and Interview

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during March 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

Notification of Successful Applicants

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

Offer of Employment: Appointment Verification

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at www.nrc.ac.uk

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

Keeping of Records

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

Equality and Diversity

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

Further Information

Should you have any further queries about this selection process, please contact Jackie Taylor on 02825 664257.