

## Person Specification

### Head of Governance and Policy

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant qualification or experience</li> <li>• Experience working in a strategic and operational governance role</li> <li>• Experience of development of education governance policies and procedures</li> <li>• Experience of leading and managing workplace change</li> <li>• Experience of leading and managing people</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application Interview References
<b>Knowledge, Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of current governance legislation and best governance practice</li> <li>• Excellent verbal communication, influencing and negotiation skills and ability to relate well to a range of people</li> <li>• Excellent written communication skills</li> <li>• Strong ICT skills</li> <li>• Ability to operate independently and to work effectively as part of a multi-disciplinary team</li> <li>• Project management skills</li> <li>• Ability to work flexibly, meet deadlines and to work under pressure</li> <li>• Creative thinker with innovative approach</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Strong commitment to own professional development</li> <li>• Knowledge of Local Government and National education system</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with project budgeting and control</li> <li>• Knowledge of academy legislation</li> <li>• Understanding of the workings of a multi academy trust</li> <li>• Use of Publisher, Visio, MS Project, Web publishing</li> </ul>	Application Interview References

<b>Behavioural Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Resilient; works well under pressure</li> <li>• Diplomatic, tactful and discreet</li> <li>• Attention to detail</li> <li>• Positive 'can do' attitude</li> <li>• Advocate for change</li> <li>• Polite and have an ability to develop excellent internal and external relationships</li> </ul>		Application Interview References
<b>Other</b>	<ul style="list-style-type: none"> <li>• Full Driving Licence</li> <li>• Commitment to Safeguarding</li> <li>• Have an aspiration to make governance processes at Shaw Education Trust 'best in class'.</li> </ul>		Application Interview References

The Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position will be subject to a range of regulated checks, including DBS and references