

# Governance Professional

## Recruitment Pack



South  
Lanarkshire  
College  

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East Kilbride

If an alternative format of this document is required  
please contact the Equality Officer:  
[equality@slc.ac.uk](mailto:equality@slc.ac.uk) or 01355 807382





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# Welcome from Chair of the Board of Management

Thank you for your interest in the position of  
Governance Professional at South Lanarkshire College.



Thank you for your interest in the position of Governance Professional/Clerk to the Board of Management at South Lanarkshire College.

The College is one of the top performing colleges in the UK, is an anchor of our local and regional community and delivers outstanding student results, year on year. I am immensely proud of all students and colleagues for their significant effort and energy invested in teaching and learning. Considering the recent, unprecedented challenges, the delivery of these results has been exemplary.

Our ambition is to create the best possible learning environment and to help all our learners achieve their full potential. We have an enviable track record in ensuring that our students grow and develop, and progress positively to the next stage of their lives.

We have a student population of 5,000 and a staffing complement of around 350. We are located in the sixth largest conurbation in Scotland. The College delivers circa 50,000 credits from a state-of-the-art campus and are supported greatly by the Board of Management and its standing committees.

If you are excited by the challenge of thriving in an ambitious education environment, want to share in our journey towards excellence and have a demonstrable track-record of delivery, I very much welcome your application.

**Paul Hutchinson, Chair**



# The Organisation

**South Lanarkshire College has three strategic priorities: Successful Students; Highest-Quality Education and Support; and Sustainable Behaviours.**

Student attainment rates are increasing and almost all full-time students enter a positive destination on course completion, including progressing directly to a job.

East Kilbride, the sixth largest conurbation in Scotland is fast-growing, with new homes under construction and planned over the next five years. Around 5,000 students and 350 staff are accommodated in our 5.5-hectare campus.

Our low-energy buildings have won multiple awards for their innovative and sustainable credentials and for their positive, widespread impact on promoting sustainable behaviours. We've delivered growth in activity of nearly 10% over the past 10 years alongside a programme of campus change. Our curriculum covers all levels across Access, Senior Phase, Foundation Apprenticeships, Modern Apprenticeships, Scottish Wider Access Programmes, Further Education, Higher Education, unique industry-led qualifications and a Degree programme.

We are a multiple award-winning organisation with consistently high student attainment rates. This reflects the commitment of our staff, their enthusiasm, positive ethos and culture which transmits to our students and has a positive impact on student outcomes.

In addition to holding employer accreditations for We Invest in People, Disability Confident Employer and Leaders in Diversity, we recently became the first College in Scotland to achieve platinum level in We Invest in Wellbeing. We also hold the following accreditations and accolades: LGBT Youth Scotland Silver Award, Carer Positive Engaged Employer, Carers Trust Scotland.

We deliver our high levels of student outcomes on a turnover of £15 million per year.

Our staff work activity in key partnership arrangements with Local Authorities, Skills Development Scotland (SDS), employers and the Scottish Funding Council. Our college is assigned to the Regional Strategic Body, known as the Lanarkshire Board. We contribute positively to outcomes for students in Lanarkshire and also to the wider Glasgow City Regional Deal area.



# Governance Professional

## Advert

### Part-Time, 0.6 FTE (negotiable)

South Lanarkshire College delivers outcomes that exceed all sector norms across a range of students, staff and financial performance indicators.

It has a diverse and inclusive culture, attracting students from a huge variety of backgrounds and abilities, enabling them to achieve their very best. The College has an impressive and enviable track record with ambitious plans for the future.

We are interested in speaking with people educated to degree level or equivalent with up-to-date knowledge of corporate governance practice.

This is a key governance role in advising the Board of Management and individual Board members to support strong and effective governance. The successful applicant will provide sound, well-researched, independent and impartial advice and guidance to the Board and will support Board Members in evaluating their effectiveness.

You will bring experience of working within an environment focused on strong governance. The successful applicant will have the ability to work confidently with the College Board of Management and Executive Leadership Team, together with external regulatory bodies, and build successful working relationships within short timescales.

Your knowledge of the legal framework in which the Board of Management and Lanarkshire Regional Strategic Body operates will enable your success in this role.



**The new PVG scheme** replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

**Application Process:** To apply for the post, please send a tailored CV and covering letter to [gary.mcintosh@slc.ac.uk](mailto:gary.mcintosh@slc.ac.uk) by the closing date of **Wednesday 10th May 2023**.

Please also complete the online [Equality Monitoring Form, available here](#).

For an informal discussion about the role, please contact Paul Hutchinson, Chair of the Board of Management: [paul.hutchinson@slc.ac.uk](mailto:paul.hutchinson@slc.ac.uk) or Gary McIntosh, Head of Human Resources at [gary.mcintosh@slc.ac.uk](mailto:gary.mcintosh@slc.ac.uk)

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.



# Job Description

## Job Purpose

The Board Governance Adviser has a key governance role in advising the Board of Management and individual Board members to support strong and effective governance. The Governance Professional also provides advice to the Board of Management and Senior Leadership Team on governance, the role of the Board and Board matters. The Governance Professional reports to the Chair of the Board of Management and is answerable to the full Board of Management.

The Governance Professional must directly support the Chair and the Board in ensuring that the Board receives appropriate, timely and high-quality information in a form that allows it to monitor and scrutinise the College's activities and to challenge performance when required. The Governance Professional must support the Chair, the Board and the Senior Leadership Team in ensuring compliance with all relevant legislation and governance requirements and upholding the Code of Good Governance for Scotland's Colleges.

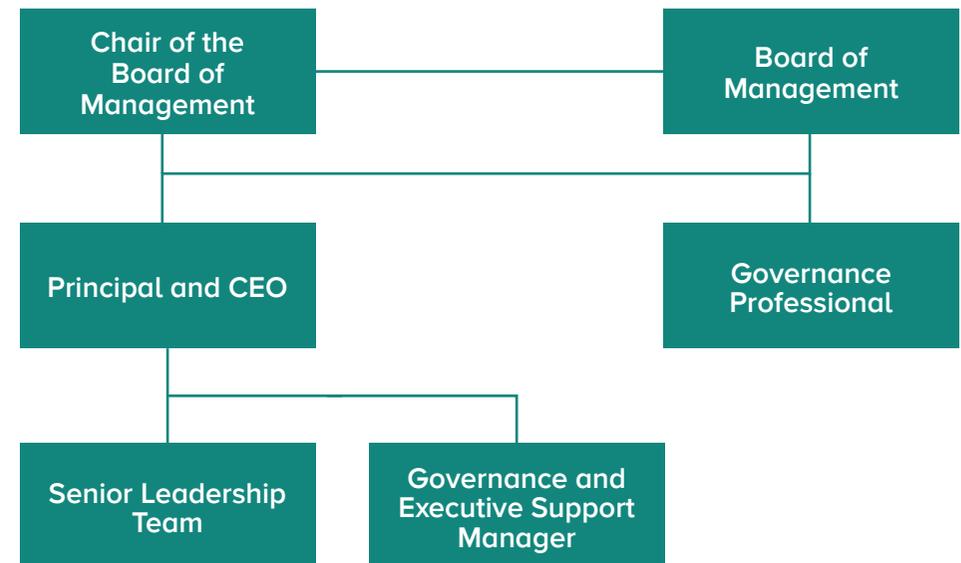
The Governance Professional is accountable to the Board through the Chair on all matters relating to their duties. The Governance Professional will give sound, well-researched, independent and impartial advice and guidance to the Board and will support Board Members in evaluating their effectiveness.

The Governance Professional will liaise with the Lanarkshire Regional Strategic Body and Governance and Executive Support Manager to ensure that all operational objectives and outcomes are achieved and thereby enabling the smooth administrative functioning of the Board of Management.



## Organisation Relationship

The demands and responsibilities of the role will be addressed through the needs of the Chair, members of the Board of Management and the Board and Committee meetings schedule.



# Main Duties and Responsibilities

- Provide advice to the Board and its Committees to facilitate good governance in relation to:
  - i) the proper exercise of their powers, including in relation to relevant legislation;
  - ii) compliance with the Financial Memorandum, the Code of Good Governance for Scotland's Colleges, Standing Orders and Scheme of Delegation; and
  - iii) their behaviour and conduct in relation to the Board's Code of Conduct.
- Take appropriate action if the Board, a Committee or any Board members appear to be at risk of acting outside their powers, in conflict with the College's interests, or undertaking or proposing actions that may be unlawful.
- Provide clear advice to the Chair and the Board or Committee on any concerns the Board may have that relates to Board members having not been given:
  - i) sufficient information;
  - ii) information in an appropriate form; and
  - iii) sufficient time to monitor, scrutinise or make informed and rigorous decisions in an open and transparent way.
- Keep abreast of sector developments and relevant government policy and bring to the attention of the Chair and the Board matters likely to affect the arrangements in place for the College in relation to governance.
- Act in an independent and impartial capacity to secure professional advice or undertake research on behalf of the Board and brief the Chair and Board Members on relevant issues.
- Ensure that all documentation relating to corporate governance, including the Board's Standing Orders, Scheme of Delegation, Code of Conduct, Committee remits/terms of reference and Registers of Interest, are regularly reviewed and kept up-to-date and are approved by the Board prior to publication.
- Draft briefing papers for the Board and / or the Lanarkshire Regional Strategic Body as appropriate and correspondence on behalf of the Chair.
- Report any unresolved concerns about the governance of the body to the relevant funding body (i.e. the Scottish Funding Council or the Regional Strategic Body)

# Main Duties and Responsibilities

## Board Appointments

- Manage the process of Board appointments, ensuring that the Board fully takes account of the College Sector Board Appointments: Ministerial Guidance and ensuring that all Board members are kept up-to-date on progress.
- Act as Returning Officer for the election of staff members to the Board, ensuring that the procedures used are in accordance with legislation and staff have been consulted on these procedures as appropriate.
- Check the eligibility of current and prospective Board members in accordance with legislation.
- Prepare and issue terms of appointment for all Board members.
- Support the Board in the recruitment of a new Principal and, where relevant, members of the Senior Management Team.

## Induction, Training and Development

- Lead on the development of an induction programme for new Board members, tailored, as appropriate, to individual needs.
- Support the Chair in providing an ongoing training programme of activities for existing Board members, to reflect individual training needs, Sector changes and current College or national issues.
- Assist the Chair (and Vice Chair where appropriate) in making arrangements for annual development meetings with individual Board members.
- Participate in relevant Continuing Professional Development and networking events to ensure up-to-date knowledge on governance and sector-wide issues.

## Communication

- The post holder has key internal working relationships with the Chair of the Board of Management, Board Members and the Principal and other members of the Senior Leadership Team.
- The post-holder should have key external working relationships, as the relevant College point of contact, with a range of organisations, including the Scottish Government, the Standards Commission for Scotland and with Colleges Scotland and the Colleges Development Network.
- Excellent communication, interpersonal and influencing skills are required to achieve effective working relationships with key stakeholders, both internally and externally.

# Main Duties and Responsibilities

## Conduct of Board Meetings

- Work with the Governance and Executive Support Manager to ensure that agendas, papers and minutes are drafted and issued in accordance with the Standing Orders.
- Attend or have oversight of all Board and Committee meetings, ensuring that adequate arrangements are in place to record attendance, take minutes and give procedural advice where required.
- After each meeting, ensure dissemination of Board decisions to those required to implement them and ensure the Board is briefed on progress at subsequent meetings.
- Support the Board in undertaking its annual review of effectiveness.
- Prepare an annual schedule of Board and Committee meetings (including Strategy and Development Days where appropriate) and circulate this in a timely manner to Board Members.
- Make appropriate arrangements for relevant information relating to the Board to be published on the College website.
- Facilitate suitable arrangements for the approval and retention of minutes, in accordance with the Standing Orders.
- As designated Standards Officer in the College. Act in accordance with the Advice on the Role of a Standards Officer (issued by the Standards Commission for Scotland).
- Act as the College point of contact for OSCR, Standards Commission for Scotland, the Public Service Ombudsman and other bodies as appropriate
- Check claims for expenses submitted by Board members are in made accordance with College procedures and ensure payment is made.
- Accountable for the College's Public Interest Disclosure (Whistleblowing) procedure.
- Abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equalities.
- Undertake any other duties as may reasonably be required by the Board.

# Person Specification

## Qualifications

### Essential

- Educated to degree level or equivalent.
- Up to date knowledge of corporate governance practice

### Desirable

- A relevant qualification in law or corporate governance and/or substantial governance experience in:
  - o The University / College sector
  - o Central / Local Government
  - o Registered Charities
  - o The Scottish Court & Tribunal Service

If the applicant is new to the further education sector then appropriate mentoring will be provided.

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## Skills and Competencies

- Ability to work confidently with the College Board of Management and Executive Leadership Team, together with external regulatory bodies, and build successful working relationships within short timescales.
- Ability to be highly organised with a planned and methodical approach, prioritising competing demands and successfully coordinating a range of ongoing activities, as well as being pro-active and forward thinking.
- Ability to coordinate the preparation of Board minutes for final approval.
- Excellent communication, negotiation and interpersonal skills with the ability to communicate in a range of formats, both oral and written, while maintaining objectivity and confidentiality and discretion in all College business.
- Ability to travel and work flexibly.
- Appropriate digital skills including competence in the Microsoft Office suite, video conferencing technologies and presentation equipment.
- The post-holder will require significant analysis, problem-solving, presentation and negotiating skills, to support the Board of Management in their governance responsibilities.
- The post-holder will require to be proactive in keeping abreast of current and emerging guidance and legislation and advising the College Board of Management accordingly.

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## Knowledge

The post holder must demonstrate a knowledge of:

- The Further Education Sector and key developments within it.
- Good Governance Standards for Public Services/Principles of Public Life.
- The legal framework in which the Board of Management and the Lanarkshire Regional Strategic Body operates

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## Experience

The post holder will demonstrate a track record of:

- Working within an environment focused on strong governance.
- Working with a Board of Management
- Supporting a diverse range of needs in a committee structure.
- Proof reading and preparing minutes of Board and Committee meetings.
- Holding a senior level position and complex/difficult decision-making.



# Corporate Statement & Values

## Vision

To be Scotland's leading College: delivering excellence.

## Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

## Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation





## How to Apply

To apply for the post, please send a tailored CV and covering letter to [gary.mcintosh@slc.ac.uk](mailto:gary.mcintosh@slc.ac.uk) by **Wednesday 10th May 2023**.

Please also complete an [Equality Monitoring Form available here](#)

Please note that the covering letter should be no more than 2 pages of A4 and should summarise your relevant skills, experience and motivations for applying to and working with South Lanarkshire College. It is therefore an important part of the application and will be used as part of our selection process.

Salary on application.





**One College, for all you want to achieve**