

Job Title: Delivery Lead – Governor Services (Tier 4)

Directorate: Service area:	Communities Education Service Delivery
Accountable to:	Tier 3 Service Manager – Education Service Delivery
Accountable for:	£400,000 c. 7.5 FTE Staff
Politically restricted post	Yes
Safeguarding:	This role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.
Delivery teams:	Governor Services
Grade:	Hay F

Context

You will play an active and important role as part of our service team working in partnership with our Commissioning Team Leaders to support the development and innovation of our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and core aims, delivery plans and outcomes.

You will effectively manage your team to meet the required outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Key purpose of the post

Provide leadership for Warwickshire's School Governance Service.

Ensure that through traded work and grant funded activity, the service operates cost effectively.

Carry out the Council's statutory duties relating to school governance.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Lead, develop and manage the activities of the School Governance Service.• Lead and manage the Governor Services Team and
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	<p>related resources.</p> <ul style="list-style-type: none"> • Maintain the effective trading business model and develop a strategy to support future commercial sustainability of the service. • Identify and generate new business opportunities to maximise revenue and ensure the service remains financially viable. • Ensure the budget for the School Governance Service is planned and monitored in accordance with WCC Financial Regulations. • Implementation of the Council's statutory duties relating to school governance in LA maintained schools, including advice and support, intervention using the Council's powers under Schools Causing Concern Regulations and the appointment of LA governors and Instruments of Governance. • Working in partnership with LA officers, identify and prioritise support and intervention for vulnerable governing bodies and to schools causing concern. • Lead on interventions (with support from other LA colleagues) in maintained schools where there are concerns about governance. • Provide advice and support to governing bodies, head teachers, council officers and elected members in relation to school governance matters. • Maintain knowledge and expertise in school governance, including national and local priorities, new developments, statutory and regulatory requirements and Ofsted. • Ensure the service engages with appropriate professional partners and organisations and is suitably represented locally, regionally and nationally. • Any other duties and responsibilities within the range of the salary grade.
Key business measures	<ul style="list-style-type: none"> • % of Warwickshire pupils attending schools (including nursery schools) judged Good or Outstanding by Ofsted.
Statutory responsibilities <i>(if applicable)</i>	<ul style="list-style-type: none"> • Statutory duties related to school governance and schools causing concern.
Specific experience	<ul style="list-style-type: none"> • At least 3 years' recent experience as a school governor and as a Chair of a school governing body. • Experience of leading and managing successful services and teams. • Experience of managing a successful traded service. • Working and engaging with school governing bodies and senior leaders in education settings. • Experience and understanding of budget management. • Managing large budgets.

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	<ul style="list-style-type: none"> • Experience of supporting governing boards in challenging circumstances. • Working with a wide range of people and stakeholders.
Specific qualifications/and registration	Qualification at graduate level (degree or equivalent)
Budget responsibility	Approx. £400,000
FTE responsibility (line management)	c. 7.5 FTE in addition freelance trainers.
Key stakeholder relationships	<ul style="list-style-type: none"> • Schools and academies • Traded service partners • School Improvement team • Teaching Schools • Commissioners

- An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.
- Evening and weekend work may be required.

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

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Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture

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- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

