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| **Role** | **Head of Corporate Governance – Employee Specification** |
| **Version** | **3** |
| **Author** | **Azra Kirkby** |
| **Date** | **2nd May 2023** |

**Head of Corporate Governance – Employee Specification**

Note to Applicants

Please carefully read the notes of guidance enclosed with the application form and provide as much information as possible to help us decide whether you meet the criteria below. Some criteria will be assessed from the information provided on your application form; Others will be assessed at interview or by selection tests as indicated. If you have a disability, the selection panel will shortlist you if you meet the criteria. Please ensure that you indicate on the application form whether or not you have a disability, so that this can be taken into account.

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| **Criteria** | **Application Form** | **Interview** | **Test** |
| **Values and Behaviours** | | | |
| Demonstration of the values and behaviours expected from staff who work for St Anne’s |  | I |  |
| Lives and works in accordance with the Nolan Principles |  | I |  |
| **Previous Experience** | | | |
| 5-years minimum legal governance experience | A | I |  |
| Line management or supervisory experience | A | I |  |
| Experience of risk reporting systems, risk management and mitigation | A | I |  |
| Preparation of high-quality written reports | A | I |  |
| Good working knowledge of safeguarding | A | I |  |
| Trustee engagement and support | A | I |  |
| Extensive minute taking | A | I | T |
| **Knowledge and Skills** | | | |
| High level of I.T skills to include Microsoft word, Excel, Microsoft Outlook, Email, Power Point | A | I |  |
| Well-developed interpersonal skills | A | I |  |
| Driving licence and use of own car for work purposes | A | I |  |
| Outstanding written and verbal communication skills with the ability to deal confidently with senior officials and stakeholders | A | I |  |
| The ability to build and maintain successful relationships with senior internal and external stakeholders | A | I |  |
| Project management skills | A | I |  |
| A high degree of political awareness demonstrating knowledge of strategy, policy and governance | A | I |  |
| Ability to manage and deliver multiple demands in a complex, ever changing, charitable environment | A | I |  |
| Experience of all areas of Head of Governance Job Description | A | I |  |
| **Qualifications** | | | |
| Degree or equivalent | A | I |  |
| Corporate Governance / Company Secretarial qualification | A | I |  |
| Information Governance / DSAR / qualification | A | I |  |
| ICSA or equivalent or a willingness to undertake | A | I |  |