Job description

Job title

Head of Governance, Assurance & Portfolio Management

Hours

37.5 – Full time

Contract

Permanent

Role profile and grade

OS50A Grade 5

Salary

Starting Salary Pay Point 13 £49,943

Location

Cheadle / Hybrid

Reports to

Chief Executive

Type of DBS required

Standard DBS (We will apply for this on your behalf)

Job purpose

- Responsible for designing, integrating and continuously improving the Trust's governance, assurance, planning, portfolio and performance oversight. Accountability for delivery of individual projects, transformation initiatives and operational implementation rests with Project Sponsors, Project Managers and the Service Transformation & Innovation Lead.
- Ensure governance, assurance and portfolio management arrangements enable effective delivery of the Trust's Strategic Plan through robust oversight of strategic priorities, portfolio performance, organisational risks, dependencies, resources and benefits.
- Provides leadership across governance, assurance, risk oversight planning and portfolio management, ensuring the Board and Trust Leadership Team have clear, timely and reliable information to support oversight and decision-making.
- Supporting the Chief Executive in fulfilling their Company Secretary responsibilities to the Trust, while providing professional governance advice to Trustees and senior leaders, ensure compliance with statutory and constitutional requirements, and support the effective operation of the Board and its committees

Key responsibilities

Governance Leadership:

- Supporting the Chief Executive and Chair of the Board in ensuring that the Board and its committees operate effectively and in accordance with the Trust's governing documents, scheme of delegation, delegated authorities, and applicable legal and regulatory requirements. Maintaining governance arrangements that are robust, proportionate and aligned with the expectations of the Department for Education, Charity Commission and recognised sector good practice.
- Coordinate governance-related communications and reporting with regulators and external governance reviewers.
- Lead the governance support arrangements for the Board, Committees, Trustees, Governing Bodies and School Governors.
- Advise Trustees and Governors on their legal duties, governance responsibilities and standards of conduct.

- Ensure governance arrangements, meeting cycles, forward plans, actions and decisions are effectively coordinated and monitored, supporting high-quality decision-making and strategic oversight
- Support Trustees and School Governors to fulfil their responsibilities through effective induction, development and succession planning
- Lead the development, implementation, review and continuous improvement of the Trust's governance framework including governance structures, scheme of delegation, terms of reference and decision-making processes.
- Maintain corporate and governance records and oversee statutory filings and reporting requirements.
- Maintain registers of interests and provide advice on conflicts of interest and governance propriety.
- Lead and maintain the Trust's policy review framework, including policy approval processes, review schedules and oversight of compliance with policy management requirements.
- Ensure clear accountability for policy ownership across the Trust, with policy owners responsible for content, consultation, implementation and review, escalating governance concerns or overdue reviews where required.
- Act as a trusted adviser on governance matters, maintaining upto date knowledge of governance developments and requirements.
- Supporting the Chief Executive in fulfilling their Company Secretary responsibilities to the Trust and fulfil all associated statutory, constitutional and governance responsibilities

Planning & Strategic Alignment:

- Lead and coordinate the Trust's annual and quarterly planning cycle, maintaining an integrated forward-looking calendar of governance, planning and reporting activity and ensuring effective coordination across leadership and governance forums.
- Ensure alignment between strategic objectives and priorities, portfolio of projects and delivery plans, and performance measures.

Assurance Oversight:

- Support the Commercial Director in providing oversight of the Trust-wide risk management framework. TLT, CLT and Heads of Service remain responsible for identifying, managing and reporting risks within their areas.
- Develop and maintain the Trust's integrated assurance framework and assurance map covering governance, risk, compliance, quality, and performance.
- Provide oversight of assurance activity arising from audits, inspections, governance reviews and regulatory requirements, ensuring significant findings, themes, risks and overdue actions and appropriately reported and escalated through governance arrangements.
- Monitor progress against agreed actions arising from audits, reviews and inspections, escalating delays or concerns to the appropriate governance forum. Responsibility for delivery remains with the relevant service or function.
- Review the effectiveness of governance, risk, control and assurance arrangements, providing challenge, insight and recommendations for improvement.
- Identifying emerging assurance concerns, control weaknesses and systemic risks, supporting timely intervention by Trust leaders.

Strategic Portfolio Management:

- Maintain oversight of the Trusts strategic portfolio, ensuring programmes and projects designated by TLT align with strategic priorities, and corporate objectives.
- Lead the assessment of proposed projects and initiatives to determine strategic alignment, organisational capacity, resource requirements, dependencies and portfolio impact, making recommendations to TLT on prioritisation and approval.
- Support TLT through portfolio analysis, prioritisation and phasing activity, recommending projects to start, pause, accelerate or stop.
- Develop and maintenance portfolio roadmaps, delivery plans and phasing schedules, ensuring strategic dependencies and organisational capacity are considered.
- Establish and maintain portfolio governance, reporting and review processes, providing clear visibility of delivery progress, benefits, risks, issues and delivery confidence to TLT, Trustees and Committees.

- Maintain independent oversight of portfolio performance, dependencies, benefits realisation, capacity and change adoption, escalating concerns through appropriate governance routes. Accountability for delivery rests with Project Sponsors, Project Managers and the Service Transformation & Innovation Lead.
- Analyse portfolio demand, resource requirements and organisational capacity, supporting senior leaders to make informed prioritisation and investment decisions.
- Seek assurance that intended benefits are realised and that operational changes are successfully embedded and sustained.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Work in line with Together Trust's safeguarding policy and procedures.
- Commit to promoting equality, diversity, inclusion and belonging.
- Lead a small team supporting governance, project management & assurance duties.

Additional information

- Additional information

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	Educated to Degree or equivalent / work-based experience in a relevant field e.g. Governance, Business Management, Programme	One or more of: Chartered Governance Institute (CGIUKI) qualification

	Management, Risk Management. Evidence of continuing professional development appropriate to governance, assurance, organisational performance or leadership	Chartered Manager status (CMgr) PRINCE2 Practitioner MSP (Managing Successful Programmes) Management of Portfolios (MoP) Risk Management qualifications (e.g. IRM)
Experience and skills	Significant experience leading governance, assurance, portfolio or organisational performance management functions. Demonstrable experience of advising and supporting Boards, Trustees, Governing Bodies or senior leaders on governance matters and supporting effective corporate decision-making. Experience developing and improving governance frameworks and processes. Experience ensuring compliance with regulatory and governance requirements.	Experience within: • Charity sector • Health and social care • Education • Public sector • Other regulated environments such as housing Experience supporting transformation programmes. Experience establishing Portfolio Management Office (PMO) or governance support functions.
Knowledge and understanding	**Governance, Accountability & Regulatory Compliance:**	Charity Commission, CQC and Ofsted governance expectations.

	- Corporate governance principles. - Governance structures, decision-making and accountability frameworks. - Regulatory obligations and organisational assurance practices. - Escalation and oversight processes. **Risk Management, Assurance and Internal Control:** - Risk management methodologies. - Assurance frameworks and models. - Internal controls and organisational assurance principles. **Portfolio Management, Performance and Organisational Improvement:** - Portfolio governance. - Benefits realisation and organisational improvement approaches. - Escalation and oversight processes. - Resource and capacity planning principles. - Executive-level reporting.	Charity governance and trustee responsibilities. Integrated assurance frameworks. Digital reporting and business intelligence tools. AI-enabled organisational productivity and reporting approaches.

	- Data interpretation and insight generation. - Organisational change and transformation.	
Other	Ability to travel across the Together Trust locations Lead and role model for Trust values and behaviours	

Applications are very welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you.