

The Learning and Skills Improvement Service aims to accelerate the drive for excellence in the learning and skills sector, working with providers and the wider sector to develop improved performance and great leadership in learning across the UK. Sector owned and governed, it's imperative that our organisation can demonstrate high quality governance arrangements are in place, that we are efficient and professional in all our activities, and that we can identify measurable return on the resources that we invest. These three key roles will be integral to this.



## **Company Secretary c. £60,900**

You'll provide comprehensive support and advice to the Chair, Board and other colleagues on all issues related to corporate governance and procedure. You'll ensure that the organisation's decision-making process is well informed from a legal and constitutional perspective, and work closely with colleagues to ensure that all our endeavours are firmly focused on organisational objectives and all our resources are best utilised to support this. Already experienced at a senior level in a similar role, you'll be confident working independently, have strong written and presentation skills and be comfortable liaising with colleagues at all levels within the organisation. We expect that you'll be ICSA qualified or working towards qualification, and an understanding of the FE sector would be ideal, though is not essential.

## **Head of Governance Support £44,563**

You'll work closely with the Company Secretary to ensure LSIS's governance arrangements are thorough, efficient and support the delivery of our organisational objectives. High-level organisational skills and attention to detail will be key, ensuring that meetings take place on time, that all relevant information is available to delegates, that minutes are recorded accurately and circulated in a timely manner and that agreed actions are followed through. Your previous experience in providing comprehensive support in a committee/board environment means that you are accustomed to working to strict and often tight deadlines without compromising on quality.

## **Council Support Officer £30,450**

Strong organisational skills and the ability to prioritise deadlines will be key skills for this role. You'll support key meetings within LSIS, co-ordinating venues, diaries, travel and materials to ensure delegates are fully briefed and that meetings are appropriately resourced. You'll also play a key role in delivering agreed actions, commissioning work from colleagues and partners where appropriate and ensuring this is delivered to a high standard and in a timely manner. Where required you'll record minutes of meetings and also act as a conduit with our communications resources to ensure seamless transfer of information. Relevant experience, excellent IT skills and a proven capacity to deliver high levels of accuracy in written materials will all be key.

For more information, please visit [www.careersatslis.co.uk](http://www.careersatslis.co.uk) If you would like an informal and confidential discussion about any of the roles, please contact our advising consultants at Navigate, Liz Wigston (020 7203 8352) or Shahidul Miah (020 7203 8353). **Closing date:** Company Secretary: 5pm, 11 March 2010. Head of Governance Support and Council Support Officer: 5pm, 17 March 2010.