

The Leicestershire College

Job Description

1. Job Details

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|-------------------------|--|
| Job Title: | Contracts & Governance Officer – Legal |
| Department: | Contracts & Governance |
| Reporting To: | Contracts & Governance Manager |
| Competency Level: | Business Support 4 |
| Pay Grade: | G3/G4 |
| Salary: | £33,089 per annum |
| Date of Job Evaluation: | September 2021 |
| Date: | January 2026 |

2. Job Purpose

Governance: support College governance by coordinating committees, facilitating governor training and induction, preparing agendas and reports, and ensuring regulatory compliance.

Contracts Business: assure College & stakeholders that delivery contracts remain compliant, value for money, provide high quality service and risks are minimised & well managed.

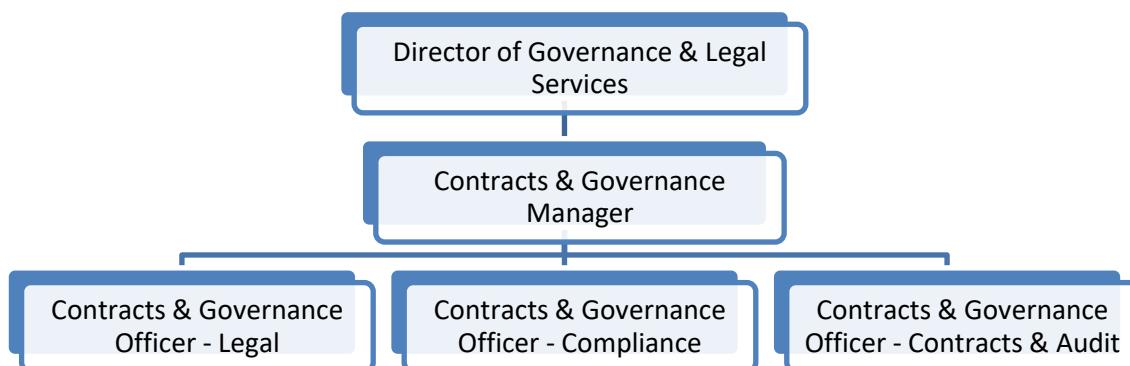
Delivery contracts: includes DfE subcontracts, DiSE partnerships, HE partnerships, employer apprenticeship agreements, Study Programme partnerships, T Level industry placement agreements, contracted-in delivery and other collaborative delivery models.

The postholder will carry out routine legal work including drafting and reviewing contracts.

3. Dimensions

Not Applicable

4. Organisation chart



| | | | |
|---------------------|-------------------------------|--------------|----------|
| Name: | Job Description Template -TLC | Owner: | HR |
| Document Reference: | HR-TT-078 | Last Review: | Aug 2025 |
| Version: | 1.0 | Next Review: | Aug 2027 |

5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- **Governance Compliance**
 - Publish & maintain publicly-available minutes on website.
 - Arrange formal execution/witnessing of documents.
 - Seal Register maintenance & reporting.
- **Governor Support**
 - Facilitate annual GB self-assessment.
 - Facilitate annual governor skills audit.
 - Arrange & support governor induction.
 - Arrange & support governor training & development programme and Away Days.
 - Governor diary management (esp. Chair of Governors).
 - Booking governor meeting rooms, refreshments.
 - Arrange & facilitate annual governor 1-1s.
 - Maintaining the annual governance calendar.

- **Governor Committee Support**
 - Agenda planning.
 - Upload & dispatch of papers.
 - Preparation of minutes within service targets.
 - Monitoring action plans and tracking decisions to completion.
- **Contracts**
 - Ensure contracts templates meet business purpose.
 - Prepare contracts from template.
 - Liaise with curriculum, contractors and other stakeholders for contract requirements.
 - Carry out, record & check Due Diligence for new and existing contractors.
 - In year tracking of enrolment, withdrawals, results and completions against contracts, ensuring ILR remains accurate.
 - Validate contracted in/out learners.
 - Validate completion status/outcome of all contracted learners.
 - Prepare monthly information for Finance on actual funding earned, allowing accurate payments to subcontractors.
 - Preparation of subcontract declaration form.
 - Review Due Diligence before contract issue/renewal and as required in year to ensure business purpose met.
 - Manage in-year changes to contracts.
 - As required by CGM, attend regular meetings with contractors and curriculum leads to obtain assurance on business purpose.
- **Support Contracts & Governance Manager**
 - With management of subcontract risk register.
 - Preparation of subcontract declaration form.
 - Preparation for subcontract audits or other regulatory returns for contracted delivery.
 - Supporting audits generally, as required.
- **Data Protection & Freedom of Information**
 - Prepare data sharing agreements for all contractors.
 - Support DPO/CGM in advising & responding to DP & FOI enquiries generally.
- **Complaints**
 - Recording & processing complaints.
 - Liaison with complainant and parties.
 - Ensuring timescales met.
 - Monitoring & reporting internally.
- **Appeals**
 - Support with administration and investigation of appeals, as required.
 - Attend appeal hearings as appeal clerk, as required.

- **Legal**
 - Reviewing and drafting routine contracts, agreements and other legal documents.
 - Providing routine legal advice on contracts.
 - Support DGLS/CGM in the effective provision of legal support to College.
- **Internal audit planning support**
 - Liaise with DGLS, Executive leads, Audit manager to ensure planned internal audits have agreed scope and timeframe.
 - Facilitate management response and final approval of draft audit reports.
 - Ensure final audit reports are circulated and submitted to Audit & Risk Committee.
- Keep up to date with DfE and other regulatory/ contractual requirements and best practice.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

| Action | Result |
|---|---|
| Prepare and issue delivery contracts. | Delivery contracts are timely, compliant, well-specified and risks are minimised & well managed. |
| Carry out & review Due Diligence for all new and existing delivery contractors/partners. | Risks to College and to learners are minimised and College maintains regulatory compliance. |
| Carry out in year tracking and reporting of learner numbers and funding earned against contract values. | Funding is appropriate claimed for learners. College remains compliant, with risk of clawback minimised. Delivery contractors/partners are paid correctly and on time. |
| Prepare and review contracts, agreements and other legal documents. | Contracts and other legal documents signed by the College are timely, compliant, well-specified and risks are minimised & well-managed. |
| Provide day-to-day support to governors and governance function; provide support to Board and committees through clerking of meetings. | The governance function is efficient and effective. The Chair of Governors, committee chairs and other governors are well-supported in carrying out their roles. Meeting minutes are accurate and timely. Governance remains compliant with constitutional and regulatory requirements. |

8. Key Working Relationships and Communications

Internal: Team members; Curriculum leads; Partnership managers; MIS; Finance department; College Governors; Director of Governance & Legal Services

External: Delivery contract partners/sub-contractors; employers; external legal departments; regulatory bodies

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

| Working with Excellent People | Responsiveness |
|--|---|
| Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. | Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. |
| Ensuring Financial Sustainability | Self-Awareness |
| Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this. | Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively. |
| Delivering Excellent Quality | |
| Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way. | |

11. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|-------------------------------|---|------------------|------------------|---------------------------|
| 1. | Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent | • | | Application/ certificates |
| 2. | A thorough understanding of contract law, either through a law degree or GDL, or other degree level qualification covering contract law | • | | Application/ certificates |
| 3. | A professional legal qualification (e.g. solicitor, barrister, Legal Executive) | | • | Certificates |
| EXPERIENCE | | | | |
| 4. | Experience of legal work for a minimum period of 12 months | | • | Application/ Interview |
| 5. | Experience of working in a law firm, government office, education setting or similar institution | | • | Application/ Interview |
| 6. | Experience of contract drafting and review | • | | Application/ Interview |
| 7. | Experience of contract management | | • | Application/ Interview |
| 8. | Experience of supporting governance and / or committee meetings | | • | Application/ Interview |
| 9. | Experience of Further Education MIS/ILR systems | | • | Application/ interview |
| SKILLS & KNOWLEDGE | | | | |
| 10. | Excellent written and oral communication skills | • | | Application/ Interview |
| 11. | Ability to work quickly and accurately under pressure | • | | Application/ Interview |
| 12. | Excellent interpersonal skills and the ability to communicate effectively at all levels | • | | Application/ Interview |
| 13. | Understanding of data protection law | | • | Interview |
| 14. | Demonstrate your understanding of diversity and inclusion | • | | Application/ Interview |
| BEHAVIOURS | | | | |
| 15. | Self-motivated and able to work on own initiative | • | | Interview |
| 16. | Committed to providing excellent customer service | • | | Interview |
| 17. | Strong attention to detail | • | | Interview |
| 18. | Promote the College's equal opportunities policy and practices | • | | Interview |
| 19. | Ensure the safeguarding of students | • | | Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in January 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

| Job Holder Signature | | Date | |
|----------------------|--|------|--|
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