



Senior Advisor (Senior Leadership Recruitment and Training)

Role Description

The team member in the role will be critical in supporting the Birmingham Diocesan Education Service in fulfilling a key element of its work supporting and advising those in Catholic Multi Academy Companies and Schools in our Archdiocese in relation to senior leadership recruitment and selection, as well as faith formation, training and development, working closely with the Deputy Director (Leadership and Governance) as well as other members of the BDES Senior Leadership Team in this regard. All work will have at its heart our shared mission of announcing the joy of the Gospel by making Christ known.

PRINCIPAL RESPONSIBILITIES

1. To actively engage in the BDES mission through all aspects of the work undertaken on behalf of the BDES, proactively supporting the BDES education strategy and objectives, and giving living witness to their own Catholic faith.
2. To act as a BDES advisor on behalf of the Archbishop in senior leadership recruitment and selection processes for protected positions within Multi Academy Companies and Schools in the Archdiocese, supporting the Deputy Director (Leadership and Governance) in the development and maintenance of related training, information, advice and guidance.
3. To co-ordinate and support the Deputy Director (Leadership and Governance) and the Deputy Director (Education Standards) in developing and facilitating DES induction, briefing and training programmes aligned with agreed strategic objectives (in particular the importance of faith formation) and in ensuring their effective execution.
4. To lead on the development and management of DES systems for supporting and tracking DES engagement in senior leader recruitment and selection for protected posts as well as engagement in training and development, coordinating communication both within and outside the DES in this regard.
5. To maintain an understanding of good practice in relation to senior leadership recruitment and training and development (including safer recruitment) in the context of Catholic multi academies and schools, advising colleagues in the BDES in this respect.

SPECIFIC RESPONSIBILITIES

Report to the Deputy Director for School Leadership and Governance on all matters relating to this job description, collaborating as appropriate with all DES Deputy Directors and other colleagues.

1. Engaging in senior leadership recruitment and selection processes as DES Advisor, presenting to governing bodies and boards on good practice and providing related advice throughout aligned with protocols agreed with the Deputy Director (Leadership and Governance), including advising on the expectations of Catholic leaders.

2. In consultation with the Deputy Directors (Leadership and Governance) and (Education Standards), facilitating induction, training and briefing sessions for senior leaders, in person, online and in a hybrid format; collaborating with and engaging other DES team members as appropriate including in particular in relation to retreats and faith formation.
3. Monitoring the progress of recruitment and selection processes and ensuring the updating of relevant BDES administrative systems to ensure appropriate and timely engagement with governing bodies and boards in initiating processes, mindful of the sector resignation deadlines where applicable.
4. Liaising with key stakeholders, including board directors, governors, CSELs/COOs/CFOs, Principals/Headteachers in relation to senior leadership recruitment and selection on behalf of the Deputy Director (Leadership and Governance).
5. Compiling and providing reports, briefing papers and giving presentations to ensure the Deputy Director (Leadership and Governance), other SLT members and the wider BDES team are kept informed of key activities, including extracting information from the bespoke BDES data capture system and undertaking data analytics.
6. Keeping under review the information on the DES website related to senior leadership recruitment and selection and induction, briefing and training and ensuring it is accessible and fit for purpose.
7. Working closely with administrative support team members to provide high quality, effective support services in relation to senior leadership recruitment and selection as well as related induction, faith formation, briefing and training.
8. Undertaking associated training and development and maintaining current knowledge and understanding of related legislation and sector good practice and compliance (including but not exclusive to senior leadership recruitment and selection in Catholic MACs and schools, contractual matters, pay/remuneration (including benchmarking), appraisal/performance management, and training and development landscape), ensuring a sound understanding of related policies, protocols, documents and guidance of the Catholic Education Service (CES) in particular as well as the Department for Education, and other sector bodies. Crucial to the role will be ensuring all matters are appropriately translated to and implemented in a way that aligns with our Catholic life and mission.
9. In conjunction with the Deputy Director (Leadership and Governance), support key stakeholders in maintaining a clear understanding of their roles and responsibilities in relation to recruitment and selection to protected positions within the setting of a Catholic MAC or school, ensuring related documentation and guidance is periodically reviewed and updated.

ADDITIONAL GENERAL RESPONSIBILITIES

Such other reasonable duties as may be delegated by the BDES Director of Education and the Deputy Director (School Leadership and Governance) in the interests of the work of the BDES.

LINE MANAGER:

Deputy Director (School Leadership and Governance)

The job description may from time to time be amended upon reviewing the needs of the BDES and in line with your professional capabilities.

As at 6 October 2021