
Candidate Brief

Group Director of Governance & Company Secretary

LTE Group

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About LTE Group

LTE Group was created in 2016 and is the first integrated education and skills group of its kind. It is the largest social enterprise in the country dedicated to learning, training and employment. LTE Group was created in response to the changing landscape of the education sector, to better respond to the skills requirements and economic needs of our communities. Through LTE Group, we are able to support and shape the development of how education and skills are delivered at a local, regional and national level through our sector leading brands: The Manchester College, UCEN Manchester, Novus, Total People, MOL and Group Professional Services.

LTE Group is driven by a strong social mission and is committed to improving lives and economic success, reinvesting for the public good as a not-for-profit organisation. Our structure enables each organisation to be focused on its own learners, customers, colleagues and stakeholders, supported by the professional shared services that operate directly within the group.

The transfer of specialist knowledge, facilitated by our structure, makes LTE Group a leading commentator on sector policy and enables expertly curated knowledge-sharing with our stakeholders. The LTE Group has a turnover of Circa £180m and is proud to support our learners to build a brighter, more prosperous future.

The Manchester College is one of the largest Further Education colleges in the UK. The College is the largest single provider of 16-19, adult and higher education in Greater Manchester, with more than 25% of Greater Manchester's learning provision undertaken by the College. Our campuses are spread throughout the city, serving diverse local communities.

The College's 2023-2027 strategic plan is embedded across the city region, to respond to changes such as regional devolution, appointment of Metro Mayors, the Post-16 Skills Plan, the Industrial Strategy and the Northern Powerhouse. This includes what has been one of the largest estate reshapes in the sector, enabling the college to provide high-quality teaching and learning environments for students, staff and employers, which includes a new city centre campus (£95m investment) with additional redevelopment programmes ongoing.

Our size, scope and geographic spread enables The Manchester College to operate at the heart of Greater Manchester life as a thought-leader on key regional issues, in particular those stemming from devolution of skills and the reshaping of further education.

Novus proudly delivers education, rehabilitation support and opportunity to 60,000 adults and young people across England and Wales.

We work in partnership with national and devolved governments, HMPPS and HMPPS Wales, LEPs, NHS trusts, charities, employers, authorities and offenders to create the foundations for change, both for individuals and for our communities.

With over 25 years' experience, Novus is recognised for its provision of offender rehabilitative provision including functional, vocational and enriched employment support, and professional service and transformation delivery, working hand-in-hand with local stakeholders.

Novus has extensive expertise of providing support to individuals to enable them to achieve their potential. This includes information, advice and guidance services; support for vulnerable individuals and individuals with Special Education Needs (SEN); and Through-the-Gate and community-based services.



MOL is shaping the leaders of tomorrow across a range of industries and disciplines, leading the way in providing qualifications to help thousands of people each year to meet personal, professional and organisational goals.

Leading industry associations approve our qualifications and we work in partnership with professional, regulatory and awarding bodies to ensure our learners gain robust, industry-recognised learning that accelerates their career.

With training centres across the UK, and an innovative, virtual learning environment that uses the latest interactive technology to allow live and online learning from anywhere in the world, MOL is a provider of choice for flexible, friendly and personal professional development.

Total People is one of the largest providers of apprenticeships and work-based learning in the North West of England, with all profits re-invested for the benefit of learners and employers.

Supporting a wide range of businesses and learners, Total People can recommend tailored training solutions with a focus on return on investment and productivity.

Organised into occupationally specific industry sectors, each of which has qualified Learning Coaches with a wealth of knowledge in their particular field. This ranges from commercial business disciplines such as Accountancy, Business Administration, Customer Service, HR and Management, to more specialised trades including Automotive, Construction, Engineering and Electrical.

UCEN Manchester delivers first-class technical and professional higher level skills to meet the priorities of Greater Manchester and the wider region, with a focus on a vocational education.

Our courses are delivered in small classes, offering personalised learning delivered by passionate, industry-experienced tutors. This approach helps students to prepare for a brilliant career, with 95% of our students securing work or progressing onto further study within six months of graduating.

An integral part of this is blending outstanding academic expertise and industry experience to impart the most relevant knowledge and skills to all our students. This has been recognised with the award of TEF Silver Status for our excellent programmes and teaching.

Group Professional Services (GPS) encompasses Finance, Information Services, HR, Marketing, Communications, PR & Public Affairs, Safety, Health & Environment, and Risk. Together, this dynamic team of 200 functional experts works collaboratively across all areas of the Group, using their expertise to help shape our future.

GPS drive transformation in the way we deliver professional services. With a clear focus on digital transformation and a “do it once, do it right” approach, the team is streamlining processes to eliminate duplication, increase efficiency, and reduce costs.



Mission, Visions, Values & Behaviours

Mission

To improve lives and economic success through learning and skills.

Visions

- **The Manchester College:** 'The leading college for progression and employability'.
- **UCEN, Manchester:** 'A leading provider of flexible, affordable, career-relevant university education'.
- **Novus:** 'The UK leader and innovator in offender learning, skills and employability'.
- **Total People:** 'A leading provider of regional and national employer training'.
- **MOL:** 'Leaders in Outstanding Professional Development'.

All colleagues who work with LTE Group strive to make it a great place to work and a great organisation that inspires, motivates and delivers for its learners.

Our Values and Behaviours are designed to guide how we work, every day. Every colleague within the group is expected to demonstrate the LTE group Values and Behaviours.

Values

- **Integrity:** we are honest, trustworthy and open.
- **One team:** we collaborate, respect each other and contribute to team goals.
- **Always improving:** we are forward-thinking, we innovate and take ownership.
- **Can do:** we are positive, inclusive, flexible and proactive.
- **Sustainable:** we take a long-term view, environmentally, financially and socially.

Behaviours

- **Aspirational:** able and willing to evolve, achieve potential, adapt to changing environments.
- **Respect:** lead by example, embrace diversity, build trust.
- **Collaboration:** work together to offer all learners and customers excellent outcomes, build strong working relationships.

For more information, please visit: www.ltegroup.co.uk.



Job Specification

Job Title: Group Director of Governance and Company Secretary
Reports to: Group Chief Executive
Location: Manchester Openshaw and home working

Purpose

The Group Director of Governance and Company Secretary has group wide strategic responsibility for all corporate governance functions. The role provides independent high-quality advice to LTE Group's governing bodies on governance, constitutional, statutory, ethical and procedural matters as they affect the group, subsidiary businesses and their committees.

- Lead on governance and regulatory compliance for all units within LTE Group.
- Management and leadership of regulatory compliance for non-financial elements.
- Leadership and management of governance related budgets.
- To modernise the working practices, systems and processes across the group's governance function, with an emphasis on using modern tools such as AI, digital documentation applications and hybrid and virtual meetings.
- Liaise with national and regional relevant bodies as required. For example, AoC, DfE, ESFA, GMCG, HMPPS.

Key Accountabilities

- Lead on all procedural matters relating to the LTE Group Corporation Board, its sub-committees, subsidiaries and joint ventures to ensure compliance with all statutory and public obligations.
- Responsibility to ensure compliance with the Code of Conduct and Code of Governance, Post 16-ACOP and Financial Memoranda as they apply to governance (including advice to the Corporation in respect of action to be taken as a result of breach).
- Responsibility for the appointment process for members, Co-optees and Non-Executive Directors, and any ancillary actions relating to these appointments (such as the provision of advice and guidance).
- Ensuring the Governing Body receives appropriate information relating to the academic and financial performance of the group through liaison with the Executive team.
- Provision of independent, high-quality guidance on statutory, constitutional, operational procedural and ethical issues as they affect the Corporation and its subsidiaries.
- Have access to appropriate advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.
- Ensuring that Members, Co-optees and Non-Executive Directors receive appropriate briefings from external sources as well as effective induction and training.
- Lead on the governance self-assessment process.
- Advise on the annual calendar of governing body meetings and tasks and maintain a schedule of key decisions made and to be made.
- Drafting of standing orders, terms of reference, amendments to the Instrument and Articles of Government or company Articles of Association.
- Implementing the recommendations and improvements from the external board review completed by a third party in 2024.

Effective Administration of Meetings

- Work with the Chair and CEO/Principal to prepare a focused agenda for the group's governing body, sub-committee and subsidiary meetings.
- Liaise with those preparing papers to ensure they are available on time and distribute the agenda and papers as required by legislation or other regulations. Ensure meetings are quorate.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the governing body) the CEO/Principal.
- Circulate the reviewed draft to all governors (members of the committee), the CEO/Principal and other relevant bodies as agreed by the governing body and within the timescale agreed with the governing body.

- Work closely with the Chair, the CEO/Principal and the Senior Leadership Team and other members of staff to support the board in fulfilling its remit and to ensure support for and implementation of Board decisions.

Management Services

- To develop and lead a small team of experienced governance professionals.
- Seek to develop new and innovative ways to support LTE Group's governing board, sub-committees and subsidiaries through the use of technology to drive efficiencies to deliver a corporate ethos toward governance.
- Assist with the elections of Student and Staff Governors.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.

Person Specification

Qualifications

To have or be working towards one or more of the following:

- Chartered Secretary (ICSA); or
- Relevant specialist qualification(s).

Essential Experience

- Executive leadership of a governance/company secretarial function within a highly complex customer-centric environment.
- Extensive and current knowledge of corporate governance.
- Strong experience of developing and delivering a cohesive and comprehensive succession and talent management agenda to meet the growth projections of the group.
- Profound knowledge of the latest governance technology systems and processes to drive efficiencies.
- Ability to write reports and other documents to an exceptionally high level.
- Highly organised and methodical.
- Good people development and management skills.
- Governance knowledge/experience relating to charities and/or further education corporations.
- Experience of working in a group with multiple and different legal entities, partnerships, collaborations, and joint ventures.

Skills

- An outstanding people leader who brings high levels of organisational energy and purpose to a team.
- Organised and structured in approach with a natural ability to oversee multiple complex projects and issues at any one time.
- Credibility as a senior coach to challenge perceptions whilst building strong relationships. Rigorous analytical thinker with the ability to see issues strategically and at a practical, detailed level both from the organisation and customer perspectives.
- Excellent communication, presentation, influencing and negotiating skills.
- Able to work at a strategic level and to assimilate and analyse complex information quickly.
- Proactive team player with good organisational skills including the ability to prioritise multiple tasks and work to tight deadlines.
- Excellent interpersonal skills and proven track record of influencing senior business leaders.
- Passion for delivering high standards and creating business success, with a strong commitment to customer service.
- Use of complex risk analysis to evaluate strategic options and opportunities.
- Managerial skills: ability to delegate work, set clear direction and manage workflow. Strong mentoring and coaching skills. Ability to train and develop team skills. Ability to foster teamwork among team members.

General

- To actively contribute to the group's commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.
- To uphold, protect and role model the underpinning principles of Equality, Diversity and Inclusion across all group businesses.
- To carry out such training, re-training and personal development as may be necessary to fulfil the requirements of the post.
- To ensure duties are carried out with full regard to Health & Safety legislation and to enable the group to meet its objectives in providing a safe and healthy environment for all users.
- To undertake other duties that management may, from time to time, reasonably require, commensurate with the grade.

Terms

Remuneration

The remuneration for this role will be circa £80,000, dependent upon experience.

Annual Holidays

The holiday entitlement is 30 days per annum, plus recognised public holidays.

Pension Scheme

The holder of this post will have access to the Teachers' or Local Government pension scheme.

Checks

All appointments are subject to satisfactory pre-employment references and DBS clearance.

Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for applications	9am Monday 12 th May 2025
Interviews with Dodd Partners	w/c 19 th May 2025
Interviews with LTE Group	w/c 2 nd June 2025

How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of the LTE Group. If you wish to apply for this position, please supply the following at your earliest convenience:

- A covering letter highlighting your suitability and how you meet the essential experience within the Person Specification, along with your current remuneration details.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners to contactus@doddpartners.com, clearly marked with reference number DP3129.

Should you wish to have an informal discussion about the role, please contact John Dodd on 07545 431 848 or 01244 738 450. Alternatively, email: [johndodd@doddpartners.com](mailto: johndodd@doddpartners.com)