



NCER^{CIC}

National Consortium for Examination Results
Community Interest Company

Directors' Role Descriptions: All Directors

Purpose

All NCER Directors will promote the NCER and its aims and objectives, by ensuring:

- the highest standards of corporate governance;
- the best possible value for money for local authorities;
- the NCER and its suppliers are able to respond to changed demands rapidly;
- that the NCER remains educationally and professionally credible, and financially viable.

General requirements

NCER Directors must:

- be serving local authority officers working with the support of their local authority; or
- have recent relevant experience that enables them to fulfill their functions;

and

- must not have other commitments either short or long term that might lead to a conflict of interest such that member authorities might lose confidence in the NCER. (Where such conflicts might arise, the Board of Directors will consider the issues and determine appropriate action.) All Directors are required to complete a Pecuniary Interest Form on an annual basis as well as Declare Interests at all Board and Steering Group Meetings

NCER Directors are under an obligation to set out their position with regard to these matters at the time of their election, and to inform the Managing Director (or, for the Managing Director, the Chair) if their circumstances change, in which case the Managing Director (or Chair, as appropriate) will make a proposal for the consideration of the NCER Board.

All NCER Directors are members of and attend all the core NCER meetings (meetings of the NCER Board, the NCER Steering Group, and General Meetings of the NCER

All NCER Directors have both specific responsibilities and general responsibilities for the NCER as a whole.

All NCER Directors may be asked to deputise for other Directors when necessary.



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Directors' Role Descriptions: Chair

Purpose

The NCER Chair will lead NCER so that it continues to be the foremost organisation in the area of educational performance data analysis for local authorities.

The NCER Chair will provide strategic direction and leadership to the NCER through chairing the core NCER meetings, and will promote effective professional relationships within the NCER, and between the NCER, its strategic partners in local and national government, and its suppliers.

The NCER Chair will be an external ambassador for NCER and will work to ensure that strategic partners outside local authorities understand and support the work that NCER does. NCER's strategic partners include the DfE, Ofsted, ADCS, Solace, the LGA and NPIMG.

In work with ADCS and the LGA in particular, the NCER Chair will work to ensure that senior and strategic managers are aware of, and promote the effective use of, NCER products within their local authorities.

The NCER Chair will normally be a local authority senior officer with responsibility in the area of school improvement, or a recently retired colleague with a similar background, with a view to enabling effective linkages between management information specialists and school improvement specialists. The NCER Chair must have, or be able rapidly to develop, credibility at national level with NCER's strategic partners.

Responsibilities of the post

1. Provide strategic direction and leadership to the NCER and its membership, including providing leadership to, and where appropriate chairing, the core NCER meetings (meetings of the NCER Board, the NCER Steering Group, General Meetings of the NCER).
2. With the Secretary, manage the core NCER meetings and promote effective professional relationships both within the NCER and between the NCER and its partners according to the highest standards of governance, and ensure that the performance of the core NCER meetings are formally evaluated on a regular basis.
3. Set the agenda, style and tone of NCER discussions to promote constructive debate and effective decision-making in line with the key purposes of the NCER.
4. Be an ambassador for the NCER and maintain the high profile of NCER, ensuring effective communication with member authorities, software suppliers and strategic partners.
5. Lead for the NCER on strategic links with central and local government organisations and other relevant bodies and agencies.
6. Take the lead role in coordinating responses to national bodies on strategic issues.
7. Assist the Managing Director with NCER's contractual responsibilities with member authorities and with suppliers.
8. Take the lead on NCER strategic planning.
9. Support and advise other NCER Directors in matters relating to the NCER, maintaining productive and professional relationships with all NCER Directors.



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10. Seek to ensure that the NCER remains at the forefront of new developments in performance monitoring and evaluation, in the context of new education legislation, the changing requirements of member authorities, and other external developments.
11. Assist the Managing Director in planning, monitoring and reviewing expenditure and financial commitment to ensure that member authorities receive a high quality and cost-effective service.



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Directors' Role Descriptions: Managing Director

Purpose

The NCER Managing Director is responsible to the NCER Board and the other NCER Directors for developing, monitoring and reporting on the effective governance of the NCER and is responsible for the day-to-day running of NCER and its core meetings, and assists the Chair in ensuring that NCER maintains its lead position in enabling local authorities to analyse performance and attainment data.

The Managing Director is responsible for the effective governance of NCER including ensuring effective GDPR compliance.

The NCER Managing Director is responsible for the effective operation and on-going development of NCER financial planning to ensure that the NCER remains financially viable in the short, medium and longer terms.

The NCER Managing Director is responsible for ensuring that the highest standards of corporate financial governance are followed by the NCER, working with the auditors appointed by the Board.

The NCER Managing Director is responsible for day-to-day running of the NCER finances through the external accountants as appointed by the Board

The NCER Managing Director is responsible for ensuring the required banking governance is in place with its appointed bank.

Responsibilities of the post

1. Attend and contribute to the core NCER meetings, supporting the Chair and promoting effective professional relationships both within the NCER and between the NCER and its partners according to the highest standards of governance, and ensuring that the performance of the core NCER meetings are formally evaluated on a regular basis.
2. Ensure all work agreed by the Board is carried out, and that work recommended by the Steering Group is properly considered.
3. Provide management reports in an appropriate form as required by the Chair.
4. Organise the Management and Steering Group meetings, preparing relevant papers and ensuring that other papers are produced on time to a professional standard, and producing minutes relating to these meetings.
5. Organise the Annual Meeting and present relevant information.
6. Contribute to the provision of regular reports and information for members.
7. Assist the Chair in planning, monitoring and reviewing expenditure and financial commitment to ensure cost-effective planning is achieved.
8. Assist with monitoring of the NCER activities.



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9. Prepare budgets and the forward planning of NCER finances, and be responsible for planning, monitoring and reviewing expenditure and financial commitments to ensure that the NCER is cost-effective in all that it does.
10. Manage the financial aspects of the Consortium's contractual responsibilities with member authorities and with suppliers in conjunction with its appointed External Accountant.
11. Responsible to the Board for the design, creation and provision of appropriate financial management reports.
12. Be the first point of contact for NCER for the membership regarding all issues including financial issues and the last point of contact should NCEER's External Accountant have difficulty in chasing outstanding invoices.
13. Ensure that membership fees and other monies due to NCER are calculated correctly and passed to its External Accountant to create invoices.
14. Ensure that NCER CIC invoices from authorised suppliers, local authorities and, where appropriate, individuals are certified and passed to its External Accountant for payment
15. Ensure that the NCER Annual Accounts are produced in line with Companies House requirements it's External Accountants, and that they are properly audited.
16. Ensure that all returns of information to Companies House in relation to NCER are completed and submitted in a timely manner.
17. Monitor the NEXUS forum on the NCER website and, where appropriate, contribute to discussions and/or respond to all enquires as appropriate.
18. Maintain the NCER NatWest bank account with authorised signatories alongside the External Accountants BACS facility.
19. Ensure that the External Accountant deals with VAT and Corporation Tax returns in a timely manner.
20. Assist the Chair with NCER strategic planning.
21. Support the Chair on links with central and local government organisations and other relevant bodies and agencies.
22. Lead on the services provided by NCER's Legal Advisory Support
23. Lead for the NCER on standards of Information Governance and GDPR compliance with those standards, including ICO compliance for Data Protection.
24. Support the Communications Director in producing a series of information governance good practices guides for NCER.
25. Lead for the NCER in respect of contractual relationships with member authorities and with suppliers.



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Directors' Role Descriptions: Development Director

Purpose

NCER's Development Director will be responsible for providing strategic leadership to Angel Solutions on the production, implementation and monitoring of NCER and related products. The framework for operation with its appointed software contractor(s).

Responsibilities of the post(s)

1. Attend and contribute to the core NCER meetings, supporting the Chair and promoting effective professional relationships both within the NCER and between the NCER and its partners according to the highest standards of governance.
2. Ensure that new developments in the field of education performance data (whether from national or local government, or external providers) are brought to the attention of the NCER Board with recommendations for NCER action.
3. Lead on the planning and implementation of product development including the definition of project scope, goals and deliverables, working with NCER's appointed contractor(s).
4. With NCER's appointed contractor(s) plan and schedule project timelines and track project deliverables, signing-off development work on behalf of NCER, and reporting to the Board and membership as appropriate
5. Work to support NCER's appointed contractor(s) on the overall direction, co-ordination, implementation, execution, control and completion of software projects ensuring consistency with NCER strategy.
6. Manage development resources as agreed by the NCER Board. Ensuring that regular monitoring of development activity is undertaken and shared with the Management Board and Steering Group.
7. Assist in the identification of training and support relating to NCER products.
8. Lead on the discussions with Angel Solutions in the delivery of priorities within the NCER Development Plan.
9. Obtain systematically the views of member authorities about high quality, useful and effective methods of data analysis and report to the core NCER meetings.
10. Assist the Chair in ensuring that NCER maintains its lead position in enabling local authorities to analyse performance and attainment data with particular reference to the relevant management guidelines, strategies, quality standards and programmes of work.
11. Chair meetings of the Steering Group that are focused on development and any associated working groups to progress work on research and product development.
12. Propose to the NCER Board and Steering Group, as appropriate, possible pilot research projects using the NCER data and processes.
13. Monitor the Forum on the NCER website and, where appropriate, contribute to discussions and / or respond to enquiries.



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Directors' Role Descriptions: Communications and Marketing Director

Purpose

The NCER Communications and Marketing Director is responsible to the NCER Board for the management and coordination of all aspects of NCER communications and marketing to members and partners, with a view to promoting the aims and objectives of NCER. The NCER Communications and Marketing Director is responsible for ensuring that all NCER communication and marketing channels, to all recipients, promote effectively the corporate messages agreed by the NCER Board.

The NCER Communications and Marketing Director will aim to maximise the use of NCER products by member authorities, by both data teams and strategic management.

Responsibilities of the post

1. Attend and contribute to the core NCER meetings, supporting the Chair and promoting effective professional relationships both within the NCER and between the NCER and its partners according to the highest standards of governance.
2. Produce information updates for members, on data releases, new developments and NCER strategic issues in coordination with NCER's appointed contractor(s), using a range of different formats and mediums– for example, bulletins, newsletters, timetables, fact sheets, web-site content, twitter and other channels, as agreed by the NCER Board.
3. Production of powerful marketing materials, in partnership with Angel Solutions, which promote the key purposes of NCER and its systems supporting the Chair to ensure that NCER maintains its lead position in enabling local authorities to analyse performance and attainment data. .
4. Liaise with Angel Solutions to ensure that the NCER website is kept up-to-date and that the information is accurate, so that all members can be kept abreast of the latest NCER developments.
5. Monitor the Nexus forum and coordinate responses and discussions, in liaison with other NCER Directors and where appropriate its NCER's appointed contractor(s).
6. Effective management and implementation of communication issues.
7. Maintain the annual communications schedule and monitor the work of the NCER appointed contractor(s).
8. Be responsible for all NCER content passed to partner organisations for publication, including ADCS, the LGA and Solace.
9. Oversee the maintenance of the NCER contact lists in liaison with NCER's appointed contractor(s).
10. Ensure that areas of Nexus which hold documents and information for example, NCER Documents and Help, are kept up to date, including archiving NCER documents to create an historical record of communications with members. Coordinate the production of essential NCER help and support guides together with Angel Solutions to provide effective training material for local authorities.
11. Coordinate the work of NCER Associates to support information and help guide production.



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12. To co-ordinate key communications and presentations for the NCER Annual Members' Meeting, and to co-ordinate pre-meeting surveys and post-meeting feedback for the NCER Annual Members' Meeting.
13. Contribute to the provision of regular reports and information for members.



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Directors' Role Descriptions: Non-Executive Director(s)

Purpose

The NCER may appoint 1 or 2 Non-Executive Directors to its Board. Non-Executive Director(s) have the critical functions of providing independent scrutiny of the governance and management of the NCER. These functions include providing assurance to external stakeholders.

Responsibilities of the posts

1. The Non-Executive Director(s) attend meeting of the Board and see all papers produced for Board meetings.
2. The Non-Executive Director(s) will normally have no operational involvement with NCER decision-making except as detailed below.
3. The Non-Executive Director(s) must have no direct personal interest in the decisions made by the Board.
3. The Non-Executive Director(s) may, at their individual and sole discretion, report to the Steering Group or to a general meeting of the NCER.
4. The Non-Executive Director(s) will, through their operation with the Board, ensure that the highest standards of management and governance are adhered to by the NCER and its Board of Directors, and will report to the Board on these issues as they see fit.
5. The Non-Executive Director(s) will, with the Chair, form the Remuneration Committee for the Board of the NCER.