



NCER^{CIC}

National Consortium for Examination Results
Community Interest Company

Directors' Job 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 that might lead to a conflict of interest such that member authorities might lose confidence in the NCER.

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 Secretary and the Chair if their circumstances change, in which case the Secretary and Chair 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, Annual General Meetings of the NCER and the NCER Strategic Reference Group).

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' Job 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 partners in local and national government, and its suppliers.

The NCER Chair will normally be a local authority senior officer with responsibility in the area of school improvement, with a view to enabling effective linkages between management information specialists and school improvement specialists.

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, and the NCER Strategic Reference Group).
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 working partners.
5. Lead for the NCER on links with central and local government organisations and other relevant bodies and agencies.
6. Take the lead role in co-ordinating responses to national bodies.
7. Assist the Secretary with the Consortium's contractual responsibilities with member authorities and with suppliers.
8. Ensure the production of regular reports to member authorities.
9. Take the lead on NCER strategic planning.
10. Support and advise other NCER Directors in matters relating to the NCER, and maintain productive and professional relationships with all NCER Directors.
11. 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.
12. Assist the Secretary and Finance Officer in planning, monitoring and reviewing expenditure and financial commitment to ensure that member authorities receive a high quality cost-effective service.



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Directors' Job Descriptions: **Secretary**

Purpose

The NCER Secretary is responsible to the NCER Chair and the other NCER Directors for developing, monitoring and reporting on the effective governance of the NCER.

The NCER Secretary 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.

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 Management Group is carried out, and that work recommended by the Steering Group is properly considered.
3. Provide appropriate management reports 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 and Finance Officer in planning, monitoring and reviewing expenditure and financial commitment to ensure cost-effective planning is achieved.
8. Assist with monitoring of the NCER activities.
9. Assist the Chair with NCER strategic planning.
10. Support the Chair on links with central and local government organisations and other relevant bodies and agencies.
11. Lead for the NCER on standards of Information Governance and compliance with those standards, including ICO compliance for Data Protection.
12. Support the Communications Director in producing a series of information governance good practices guides for NCER.
13. Assist the Finance Director with the maintenance of the NCER electronic bank account with authorised signatories.
14. Lead for the NCER in respect of contractual relationships with member authorities and with suppliers.
15. Monitor the NEXUS forum on the NCER website and where appropriate, contribute to discussions and / or respond to enquiries.



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Directors' Job Descriptions: Finance Director

Purpose

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

The NCER Finance 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 Finance Director is responsible for day-to-day running of the NCER finances through the accountants appointed by the Board.

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. 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.
3. Assist the Secretary with the financial aspects of the Consortium's contractual responsibilities with member authorities and with suppliers.
4. Assist the Chair with NCER strategic planning regarding financial issues.
5. Responsible to the Board for the design, creation and provision of appropriate financial management reports.
6. Be the first point of contact for NCER for the membership regarding financial issues.
7. Ensure that membership fees and other monies due to NCER are paid promptly and arrange payments as appropriate to authorised suppliers, local authorities and, where appropriate, individuals.
8. Ensure that the NCER Annual Accounts are produced in line with Companies House requirements, and that they are properly audited.
9. Promote the aims and objectives of NCER.
10. Contribute to the provision of regular financial reports and information for members, the NCER, NCER Steering Group, the EPAS Group and the NEXUS Group, as appropriate.
11. Monitor the NEXUS forum on the NCER website and, where appropriate, contribute to discussions and/or respond to enquiries.
12. Maintain the NCER electronic bank account with authorised signatories.
13. Deal with VAT returns in a timely manner.



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Directors' Job Descriptions: **NEXUS Development Director**

Purpose

The NEXUS Development Director is responsible for providing leadership to Angel Solutions on the production, implementation and monitoring of the NCER NEXUS Development Plan.

The NEXUS Development Director should have good understanding of Keypas / data collection have good day to day links with School Improvement and Senior Leaders in own LA

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. 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 NEXUS project development including the definition of project scope, goals and deliverables.
4. Plan and schedule project timelines and track project deliverables using appropriate tools, reporting to the Board and membership as appropriate.
5. Assist with the overall direction, co-ordination, implementation, execution, control and completion of software projects ensuring consistency with NCER strategy, commitments and goals relating to NEXUS.
6. Manage project resource allocation as agreed by the NCER Board.
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 Development Plan relating to NEXUS.
9. Working with other Directors, maintain a consistent approach across suppliers through the development and implementation of a prioritisation matrix to preserve the openness of the decision-making process.
10. Obtain systematically the views of member authorities about high quality, useful and effective methods of data analysis and report to the core NCER meetings.
11. 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.
12. Chair meetings of the NEXUS Group and any associated working groups to progress work on research and development issues associated with NEXUS.
13. Propose to the NCER Board and Steering Group, as appropriate, possible pilot research projects using the NCER data and processes.
14. Monitor the NEXUS forum on the NCER website and where appropriate, contribute to discussions and / or respond to enquiries.



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Directors' Job Descriptions: EPAS Development Director

Purpose

The EPAS Development Director is responsible for providing leadership to RM Education for the production, implementation and monitoring of the NCER EPAS Development Plan.

The EPAS Development Director should have good understanding of Epas and have good day to day links with School Improvement and Senior Leaders in own LA

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. 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 NCER with recommendations for NCER action.
3. Lead on the planning and implementation of EPAS project development including the definition of project scope, goals and deliverables.
4. Plan and schedule project timelines and track project deliverables using appropriate tools, reporting to the Board and membership as appropriate.
5. Assist with the overall direction, co-ordination, implementation, execution, control and completion of software projects ensuring consistency with NCER strategy, commitments and goals relating to EPAS.
6. Manage project resource allocation as agreed by the NCER Board.
7. Assist in the identification of training and support relating to NCER products.
8. Lead on the discussions with RM Education in the delivery of priorities within the Development Plan relating to EPAS.
9. Working with other Directors, maintain a consistent approach across suppliers through the development and implementation of a prioritisation matrix to preserve the openness of the decision-making process.
10. Obtain systematically the views of member authorities about high quality, useful and effective methods of data analysis and to report to the core NCER meetings.
11. 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.
12. Chair meetings of the EPAS Group and any associated working groups to progress work on research and development issues associated with EPAS.
13. Propose to the NCER Board and Steering Group, as appropriate, possible pilot research projects using the NCER data.
14. Monitor the EPAS forum on the NCER website and where appropriate, contribute to discussions and / or respond to enquiries.



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Directors' Job Descriptions: **Communications Director**

Purpose

The NCER Communications Director is responsible to the NCER Board for the management and coordination of all aspects of NCER communications to members and partners, with a view to promoting the aims and objectives of NCER.

The NCER Communications Director is responsible for ensuring that all NCER communication channels to all recipients promote effectively the corporate messages agreed by the NCER Board.

Responsibilities of the post

1. Management and implementation of communication issues and the introduction of a series of good practice guides for NCER members.
2. 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.
3. Promote the aims and objectives of NCER through the NEXUS website and other communication channels.
4. Be responsible for all NCER content passed to partner organisations for publication, including ADCS, the LGA and Solace.
5. Monitor the NEXUS forum on the website and coordinate responses and discussions, in liaison with other NCER Directors and where appropriate, contractors' help desk services.
6. Produce information updates for members via newsletters, web-site content and other channels, as agreed by the NCER Board.
7. Oversee the maintenance of the e-mail system in liaison with Angel Solutions.
8. Contribute to the provision of regular reports and information for members.
9. To archive NCER documents and bulletins to create an historical record of communications with members.
10. To co-ordinate key communications and presentations for the NCER Annual Meeting, and to co-ordinate the feedback from the NCER Annual Meeting.



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Directors' Job Descriptions: **Non-Executive Directors**

Purpose

The NCER Non-Executive Directors 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 Directors attend meeting of the Board and see all papers produced for Board meetings.
2. The Non-Executive Directors must have no operational involvement with NCER decision-making except as detailed below.
3. The Non-Executive Directors must have no direct personal interest in the decisions made by the Board.
3. The Non-Executive Directors may, at their individual and sole discretion, report to the Steering Group or to a general meeting of the NCER.
4. The Non-Executive Directors 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 Directors will, with the Chair, form the Remuneration Committee for the Board of the NCER.