

JOB DESCRIPTION

JOB TITLE	Head of Governance
TYPE OF CONTRACT	Permanent, full time
RESPONSIBLE & DIRECT LINE TO	Principal & CEO
REPORTING LINE FOR BOARD BUSINESS	Chair of the Board
RESPONSIBLE FOR (Direct line reports)	Governance Support Officer Student Records and Data Manager
GROSS ANNUAL SALARY	Grade 8 £59,342 - £64,845
HOURS OF WORK	35 hours per week; Monday to Friday plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS INTERNAL EXTERNAL	Principal and CEO of LAMDA, Chair of the Board and Chairs of Board sub-committees, Vice Principal (Education and Research), Vice Principal (Finance and Operations), Vice Principal (Actor Training & the Drama School), Vice Principal (Examinations, Commercial and Partnerships); Head of Admissions and Student Affairs, Trustees. AFLAMDA Board of Trustees; Advance HE; Guild HE; Conservatoires UK, OfS.
PROBATIONARY PERIOD	6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations

(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(7) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(8) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(9) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

LAMDA is a small specialist institution with a core annual cohort of under 400 students, yet its training, short-course offer and international reach give LAMDA an influence and global reputation mightier than its size. LAMDA's *Performing Our Future 2024–2030* strategy sets out a clear roadmap for the organisation's next phase of development, placing the quality of our programmes, our partnerships, widening participation, and research and innovation at the heart of what we do. LAMDA acquired indefinite Taught Degree Awarding Powers (2026) which has brought a renewed focus on institutional governance, regulatory compliance and risk-management.

Within the above context, the new role of Head of Governance will be a key leadership role within the Senior Management Team, combining executive responsibility with the independent governance assurance functions, managing a small specialist team to enable the delivery of these requirements.

The role has overarching responsibility for ensuring effective academic governance, regulatory compliance and high-quality institutional reporting. The Head of Governance will lead the design and operation of LAMDA's governance framework, oversee key academic governance processes, and ensure a reliable, data-led approach to monitoring, assurance and institutional decision-making.

In fulfilling these responsibilities, the Head of Governance will provide strategic advice and support to the Principal and CEO, the Chair of the Board and the wider Board of Trustees, ensuring that governing instruments, delegations and regulatory obligations are clearly understood and effectively enacted. The role will act as a critical bridge between the executive and the Board, maintaining the independence, professional judgement and direct access to the Chair, while simultaneously reporting to the Principal and CEO to contribute to organisational strategy and be a full member of the Senior Management Team.

The Head of Governance will support the continued development and maturity of LAMDA's governance practices, ensuring that Board and committee business is well-planned, risk-based and aligned to institutional priorities. Through this dual executive and advisory position, the role will ensure strategic alignment, streamlined governance and a sustainable infrastructure capable of supporting an agile, risk-responsive and ambitious organisation.

DUTIES AND RESPONSIBILITIES

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- To have responsibility for LAMDA's Academic Governance, in line with the Policy and Governance Framework, act as secretary of LAMDA, lead on regulatory compliance to the Office for Students, and associated data quality and management.
- To provide professional leadership for LAMDA's governance processes and support the Principal and CEO and Vice Principals with strategic support and insight on data risk, quality, compliance, and governance maturity to ensure LAMDA is well positioned to respond to sector, political and international developments.
- To lead on the monitoring and development of policies related to the organisation, in line with the Governance and Policy Framework, working closely with policy authors to ensure review, management and archiving as required.
- To support academic quality assurance and enhancement through the servicing of the Board of Trustees, including sub-committees, and the Academic Board, and provide support to committees and other working groups and project teams as appropriate.
- Lead on the continual improvement, and sustainability of LAMDA's governance processes in line with best practice and sector expectations, inclusive of data quality, and reporting.
- Act as the primary internal lead for audits regarding academic governance and regulatory compliance; partner with the VP Finance & Operations to facilitate investigations, coordinate management responses, and ensure the timely execution of remedial actions across the school.
- Support and oversee of LAMDA's relationships with the OfS, OIAHE, and other professional regulatory bodies, working in partnership with internal stakeholders.
- Work in partnership with Academic and Student Affairs teams to implement and resource the delivery of an effective student records system; complaints and misconduct processes; enrolment, adjustments, progression, completion, attainment and graduation to ensure an effective student lifecycle.
- To lead the co-ordination of LAMDA's annual graduation ceremony.

- Lead the development, monitoring and periodic review of LAMDA's institutional risk framework, maintaining the corporate risk register and working with the Senior Management Team and Board committees to ensure that key academic, regulatory and operational risks are appropriately identified, mitigated and reported.
- To work with the Senior Management team to support business continuity, prepare for and prevent against risk, in accordance with the risk register, taking primary ownership of sections relating to academic governance, data quality and regulatory compliance.
- To provide the timely and accurate reporting of data, including HESA and Prevent, to regulators and other internal and external stakeholders.
- To lead on the metric and data aspects of LAMDA's submission to the Teaching Excellence Framework and Research Excellence Framework including the prompt return of accurate data.
- To monitor and manage LAMDA's sector-leading National Student Survey results and league table positions, providing reliable data to inform action planning and a culture of continuous improvement.
- To keep abreast with HE sector best practice in a range of contexts including through engagement with relevant legislation, and embed it within the organisation as appropriate.
- To contribute to LAMDA's overall strategy, planning and decision-making as a member of the Senior Management Team.
- To contribute to LAMDA's relationship with other relevant bodies including Advance HE, GuildHE, GuildHE Research and Conservatoires UK, promoting the work of the Academy and ensuring that the learning from external developments is brought to the Academy's attention and benefit.

Board Support

- Hold regular independent meetings with the Chair of the Board to provide advice and guidance on matters of Governance.
- To oversee a governance culture ensuring systems, structures and practices are fit for purpose and that Board and committee planning is timely, robust, reflective, including through audit, and agile.
- Support the effectiveness and development of the Board of Trustees and its committees by ensuring robust governance processes, overseeing trustee recruitment, induction and development, and coordinating periodic reviews of board and committee effectiveness in line with sector best practice, LAMDA's articles of association and related terms of reference.
- Take a leadership role on other institutional issues such as the Annual Report, Companies House and Charity Commission, as well as trustee related compliance, and special projects as required by the executive and Chair of the Board.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	Strategic thinking and creative problem-solving skills Ability to engage and influence key internal and external stakeholders with innovative and new ways of working Excellent planning skills and strong analytical ability with a track record of delivering targeted goals. Strong relationship management skills including the ability to communicate effectively across teams and mediate where required. Outstanding attention to detail and ability to work to tight and evolving deadlines to meet a defined goal. A track record of successful governance and regulatory management within UK HE, including administrative oversight and resource management. Ability to use initiative and exercise sound judgement across a broad area of responsibility.		Application / Interview
KNOWLEDGE	An excellent understanding of the UK HE regulatory framework, including the OfS conditions of registration. Excellent knowledge of internal and external regulation and compliance, and best practice relating to academic governance and data processing.	Knowledge of the US sector/ federal loan system or other global context. Experience of managing data in TEF/REF contexts.	Application / Interview

EXPERIENCE	Demonstrable experience of servicing formal academic boards and committees. Experience of strategic planning and leading people and projects. Experience of senior leadership and working across teams in a Higher Education governance and regulatory context. Experience of designing, implementing and managing data related quality assurance processes and frameworks	Conservatoire or small and specialist experience Supporting TEF and REF processes	Application / Interview
QUALIFICATIONS	MA/MBA or equivalent professional experience.		Certificates (if applicable)

QUALITIES	Personal integrity with an ability to act with discretion, diplomacy and tact in a range of environments A commitment to LAMDA's values and mission An affinity for the creative arts		Application / Interview
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This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted indefinite degree awarding powers in 2026. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across 7-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the institution is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200-seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.