



University of  
St Andrews

# Non-Executive Member of Court



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*'Ever to Excel'*



# INTRODUCTION

## The University

Founded in the 15th century, St Andrews is Scotland's first university and the third oldest in the English-speaking world. Teaching began in the community of St Andrews in 1410 and the University was formally constituted by the issue of a Papal Bull in 1413. The University is now one of Europe's most research-intensive seats of learning, with over a quarter of its turnover coming from research grants and contracts. It is one of the top-rated universities globally for research, teaching quality and student satisfaction and is consistently ranked among the UK's top five in leading independent league tables.

Its international reputation and a principled focus on quality make St Andrews one of the most sought-after destinations for prospective students from the UK, Europe and overseas, receiving on average some 12 applications for every place. It is also Scotland's most international university, with around one-half of the student body coming from overseas.

The mission of the University of St Andrews is to achieve the highest International standards of excellence in scholarship manifested in the quality of its research and graduates. The University's fundamental goal is to attract and nurture the best staff and the most promising students from across the world and produce an environment in which they can produce their best work for maximum societal benefit. The University aims to be a beacon for diversity and social responsibility and to pursue the most effective ways to make St Andrews education accessible to all who may benefit from it.

The University's new Strategy for 2018-2023 was launched in October 2018. With at its heart a strong statement of commitment to social responsibility, the Strategy sets tone, establishes values and provides a direction of travel for the University, setting out how the University will act on its core qualities and key ambitions to grow in size, scale and impact and consolidate its strengths. The Strategy expresses the University's ambitions across four distinct but equally important themes: World-leading St Andrews, Diverse St Andrews, Global St Andrews and Entrepreneurial St Andrews.

Read more on the University's 2018-2023 Strategic Plan here: [St Andrews University Strategy](#)





# THE ROLE

## The Court

The University Court is the senior governing body of the University and incorporates representative members of staff, students and alumni, along with Non-executive external members. Court is responsible for overseeing the University's operations and future direction and has committees covering areas such as planning and resources, remuneration and human resources, audit and risk, governance, health and safety, and academic assurance.

The Chief Executive Officer of the University is its Principal and Vice-Chancellor (currently Professor Sally Mapstone). Members of the Executive (the Principal's Office) are responsible for the development of strategy and running of the organisation and liaise with Non-executives through committees and informally. Non-executive members of Court bring their external perspective and experience to bear in helping the University to make the most of its potential and to carry out its core mission of excelling in research and teaching. The Court holds the Executive to account but equally importantly is involved in the life and thinking of the University.

The Court is seeking expressions of interest from highly-skilled individuals with experience of leadership in significant organisations, companies or Higher Education institutions to fill a forthcoming vacancy for a Non-executive member. The appointment will be for an initial four-year period beginning 1 August 2019.

Applicants should be familiar with the demands of board-level governance and trusteeship, and have a keen interest in, and awareness of, the Higher Education sector. Commercial, procurement, financial investment and project management experience are particularly desirable skills. Women, BME, and LGBT+ people are currently under-represented on Court. Expressions of interest from these groups are especially welcome.

Members of Court must be able to attend in person at least five meetings annually as well as participating in Court committees and working groups. They also play a visible role in key events in the University calendar, such as Graduation ceremonies. Non-executive Court members are not remunerated, but appropriate expenses are paid, and there are many rewards from contributing to the strategy and governance of one of Scotland's most respected institutions, and one of the world's leading universities.

## **Time Commitment**

Members of the University Court must be able to attend five Court meetings annually in person and will be expected to participate in additional Court committees (normally three or four meetings per year in addition to those of Court). Members may also be invited to serve on short term ad hoc groups set up for specific purposes. Appointments to Court are for an initial four-year period and renewal for a further four years is possible. Although Court members are not remunerated, members are entitled to reclaim the cost of all expenses reasonably incurred in the course of their Court duties.

Opportunities exist for Court members to participate in the general life of the University, and they are encouraged to engage with staff and students in a range of different contexts, to gain a broader and deeper understanding of the workings of the institution. Court members can expect to be invited to various University events, including in particular the Graduation ceremonies in December and June, as well as special or public lectures and student-led events.

## **Code of Conduct**

Members of Court must have a strong commitment to higher education and have empathy with the values, aims and objectives of the University of St Andrews. Individual members and the Court collectively should at all times conduct themselves in accordance with accepted high standards of behaviour in public life. To this end, Court has agreed a Code of Conduct, which states that all members of Court:

- Must make all reasonable efforts to attend every meeting of Court.
- Have a duty to read the papers to be considered by Court (normally circulated to members a week prior to each meeting).
- Must ensure that their views relevant to an item under discussion are heard by Court, always bearing in mind the best interests of the University.
- Must participate in ensuring that Court discussions are held and decisions taken in an honest, open and objective manner and that the taking of sectional positions is avoided.
- Must bring the same qualities of honesty, openness and objectivity to any work they have agreed to undertake on Committees of the University or on working parties established by the Court.

Court members are charity trustees of the University, and expectations of this aspect of the role are set out in the Office of the Scottish Charity Regulator's document 'Guidance for Charity Trustees' ([www.oscr.org.uk](http://www.oscr.org.uk)). In broad terms, trustees are expected to act in the interests of the charity, ensure that it operates in a manner consistent with its purpose and act with due care and diligence in guardianship of the charity's assets.

## **Equality and Diversity**

The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all. The University aims to ensure that equality is embedded into all its functions, operations and activities. Women, BAME, and LGBT+ people are currently under-represented on Court, and expressions of interest from these groups are particularly welcome.





# PERSON SPECIFICATION

## Personal Attributes

- Commitment to higher education and the future success of the University of St Andrews
- Integrity, tact and discretion
- Ability to challenge constructively
- Sound judgement
- Willingness to develop an understanding of the Scottish and UK Higher Education sector, and the University's relationships with external agencies.

## Skills, Knowledge and Competencies

### Essential

- Professional experience relevant to the running of a large complex organisation
- An understanding of decision making in, and governance of, complex organisations
- Diplomacy and interpersonal skills
- Ability to understand and question constructively information and data, including financial reports
- Ability to act as an ambassador for the University
- The ability to contribute to strategic thinking and exercise sound judgement
- Demonstrable commitment to equality and diversity

### Desirable

- Experience in Higher Education management or governance
- Experience in financial investment
- Experience in managing major projects
- Commercial and procurement experience



# HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to University of St Andrews on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments), using code **RAOD**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Tuesday 14th May 2019**.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*



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