

University of East London

APPOINTMENT OF BOARD MEMBERS

**APPOINTMENT BRIEF
MARCH/APRIL 2020**



**University of
East London**

WELCOME

The University of East London (UEL) is an open, diverse and inclusive university that is transforming people's lives by developing their skills and unlocking their potential.

We pride ourselves on the real-world relevance of our courses and research and the quality of our partnerships and industry links. We produce graduates, entrepreneurs and researchers who exceed expectations, empowering them to make a profound social, cultural and economic impact on the communities of east London and beyond.

The University is located in one of the world's most multi-cultural areas, and our students and staff are a microcosm of that diversity, with 135 different nationalities represented on our campuses. Around 40 per cent of our students come from our adjacent boroughs, making it both a local and global community.

Like much of the higher education sector, the University faces challenges ahead, but there are also great opportunities. Our campuses are at the centre of a part of London that continues to experience economic and social transformation, and graduate-level job opportunities in the local area are increasing significantly, as is the population of potential students.

The members we hope to attract will join a Board that is fully committed to its role in setting and monitoring the strategic direction for the University, and for the highest standards of governance

We are committed to widening access to higher education and giving people the right pathways so they can take full advantage of the economic transformation taking place on our doorstep. New members of the Board will join a community of board members, staff and students who are proud of their university and confident in its ability to transform the lives of individuals, our society and economy.

ABOUT US

The University of East London (UEL) is a dynamic university in the heart of Europe's largest regeneration area which has been transformed since the 2012 Olympic Games. We are an anchor university in east London, known for our commitment to civic engagement.

UEL can trace its roots back to 1898 when the West Ham Technical Institute was opened. It gained university status in 1992. The institute was to be a "people's university" in the words of John Passmore Edwards, speaking at the opening ceremony. This ambition remains at the heart of the mission of UEL today. Many of our students are the first in their family to attend university and have often already demonstrated remarkable levels of resilience and achievement. In providing them with the opportunity to become change agents who will help to transform their communities, we seek to ensure that they are equipped with the levels of educational attainment that they need to succeed in their future careers.

UEL is committed to social justice and to widening participation in higher education. Our student body is representative of the broader community, with many of our students coming from local state schools and colleges. Many are mature students from black, Asian and minority ethnic (BAME) backgrounds. UEL has the fourth highest proportion of students from poorer socio-economic groups of all the higher education institutions in England - 51.9 per cent compared to 32.8 per cent across the rest of the country.

UEL aims to be recognised nationally and internationally as an institution that puts inclusivity alongside inspiration and aspiration. It is this commitment to our students that is the driving force behind UEL and our continuing advocacy of social mobility, social cohesion and social justice.

Key Information

- UEL has campuses in Stratford and Docklands, both within easy access of central London.
- UEL has 17752 undergraduate and postgraduate students from 150 different countries studying on UEL-awarded programmes.
- UEL had an annual turnover of £142 million in 2018/2019.
- UEL has staff in 2018/19.
- UEL has six Schools; Health, Sport and Bioscience and Psychology Architecture, Computing and Engineering and Arts and Digital Industries; of Business and Law and the Cass School of Education and Communities.



OUR VISION

We are pioneers of future careers & sustainable innovation for a changing world

The University of East London is the university which prepares our students for the jobs of the future. We have been doing that proudly for over 121 years, starting in 1898 during the second industrial revolution. Now, in the fourth industrial revolution – a world of artificial intelligence, quantum computing and the internet of things, the world of work is changing once more and so are we.

We two years into the implementation of our 10-year strategy, Vision 2028, to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious vision is to become the leading careers-intensive university in the UK, committed to realising and developing talent and potential in all those who become part of the University of East London's community. We aim to create a 4.0 education for learners, producing graduates with the skills, tools, and competencies sought by employers and entrepreneurs in a rapidly changing world.

We are one of the most diverse, vibrant and socially-inclusive universities in the UK, and our strategy builds on our long-standing commitment to inclusion and social mobility. We have 15 thousand-plus students who are a microcosm of creative diversity, representing 150 different nationalities. With London campuses in Stratford and in Royal Albert Dock, we are at the heart of the industrial and creative shift east, and a powerful global gateway.

We are at the start of an exciting journey that promises to develop potential and help students realise their dreams. We hope you consider joining the journey with us.

THE ROLE

PURPOSE OF POST

The Board of Governors has a key role to play in ensuring the success of the University. It is made up of a majority of independent members, together with members elected by staff and students, and the Vice-Chancellor and President, who is the chief executive. There are twenty members in total. The role of the Board is essentially one of oversight and monitoring, offering supportive and constructive challenge to the Vice-Chancellor and her senior team, approving proposals for the strategy and mission of the institution, and monitoring progress. The University of East London is a charity, and the members of the Board are the Trustees of the Charity and are required to ensure that they exercise a high level of stewardship of its assets.

The Board of Governors has adopted the *Seven Principles of Public Life* espoused by the Committee on Standards in Public Life (the Nolan Committee). These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

KEY ACCOUNTABILITIES

The formal responsibilities derive from the Instrument and Articles of Government and other national guidance and are as follows:

Proper conduct of public business: Governors must ensure that the Board operates to the highest standards of corporate governance by personally demonstrating objectivity and accountability in the transaction of business, and wherever possible advocating a policy of openness and transparency in the dissemination of decisions. Governors must oversee the proper use of public funds.

Strategic planning: As part of their responsibility for educational character and mission, Governors consider and approve the strategic plans for the University, proposed by the Vice-Chancellor.

Monitoring performance: Governors contribute to reviews of the performance of the institution against its planned strategies and operational targets

Financial regulation: Working with officers, Governors are required:

- to ensure the solvency of the institution and to safeguard its assets.
- to approve the annual financial strategy.
- to approve the annual operating statements and budgets and to ensure that they are consistent with the strategic plan.
- to ensure that funds provided by the Office for Students are used in accordance with the terms and conditions set down in the Memorandum of Accountability and Assurance.
- to ensure the existence and integrity of financial control systems and, if appointed to the Audit Committee, to monitor the effectiveness of these.
- to receive and approve the annual accounts and financial statements.
- to approve the annual Financial Forecasts.

Internal control and risk management: Governors must ensure that proper arrangements for internal and external audit, and risk management are in place.

Estate management: Governors agree and monitor implementation of the Estate Strategy, and of capital projects, acquisitions and disposals.

Charitable status: Governors must ensure that the property and income of the institution are applied only in support of purposes which are charitable in law.

Staffing: Governors exercise responsibility for the University's HR strategy and for:

- ensuring that a framework for pay and conditions of employment are determined and implemented, and;
- appointing and setting the terms and conditions for the Vice-Chancellor and President and other designated Senior Postholders.

Students' union: Governors are required by law to take all reasonable steps to ensure that the students' union operates in a fair and democratic manner and is accountable for its finances, in accordance with the Education Act 1994 Part II: Student Unions.

Health and safety: Governors must ensure that a written statement of policy on health and safety is in place, and that arrangements for the implementation of that policy are satisfactory and effective.

Compliance: Governors oversee and ensure compliance with all relevant legislation. The University's governance framework is informed by the Higher Education Code of Governance, which can be found at <http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>



PERSON SPECIFICATION

A general specification is given below. On this occasion we are seeking experience and expertise in higher education, finance, HR audit and legal work. One of the appointed candidates will take on the role of Chair of the Finance and Resources Committee. While we are interested in attracting candidates with these skill sets, our primary focus is on recruiting new members with the skills and experience that will enable them to undertake the role of Governor in this large and complex organisation.

EXPERIENCE

- Experience of operating at a strategic level or of setting strategy and future direction of a business or enterprise
- Experience and understanding of governance and organisational delivery from a variety of perspectives
- The authority to command the respect and confidence of Board members and the senior executive team

SKILLS

- Strategic thinking and the ability to contribute across a range of governance, planning, financial and advocacy issues
- Effective communication skills with the ability to influence a range of key stakeholders and to probe and challenge constructively
- Ability to analyse and review complex documents or matters to form decisions
- Ability to understand and comply with the regulatory framework for higher education in England
- The ability to exercise responsibilities with independence, impartiality and discretion in line with the Nolan principles

QUALITIES

- An interest in and strong commitment to higher education and to the strategic aims of the University
- An understanding of the components of a complex organisation and processes of planning, financial control, performance and management and assurance that objectives are delivered
- A commitment to equality and diversity
- An ability to regularly attend, in person, the meetings of the Board of Governors and any committee of which membership is accepted

TERMS OF APPOINTMENT

The appointments will be made following interview by a panel appointment by the Board, chaired by the Chair of Governors Anulika Ajufo.

Independent Governors are appointed for a period of three years. The Board may approve up to two further three-year terms.

The minimum requirement of a member of the Board of Governors is to attend the following events on an annual basis:

- five evening meetings, commencing at 5pm and usually lasting around three hours;
- an all-day strategy session in November and a one and a half day strategy event, usually held at the end of January or beginning of February.
- commitment to join at least one standing committee of the Board of Governors and to attend regular meetings (between two and five meetings a year, depending on the committee).

Meetings are usually held at either our Docklands or Stratford campus, with the exception of our annual Away Day, which is held at a central London venue.

In addition to attending meetings, governors will need to set aside sufficient time for the proper consideration of Board and Committee papers and for advising on business which needs to be conducted in between scheduled meetings.

Governors may also be asked to chair, or to serve on panels concerned with the later stages of staff and/or student appeals and on recruitment panels for the selection of senior post holders. Governors will be asked to take the lead when particular business comes up at meetings of the Board, according to the particular responsibilities they have been allocated.

Members of the Board of Governors receive invitations to a range of academic events, such as inaugural lectures by recently appointed, or promoted members of the professorial staff; ceremonies, such as the annual awards ceremonies; and social occasions, such as events organised by the Vice-Chancellor and President. These provide opportunities for members of the Board to meet students and staff outside the structure of formal committee meetings, and to understand how students and staff experience their relationship with the organisation which provides them with employment and with learning. The presence of independent governors at events attended by other members of our community is a valued part of their role and is something we strongly encourage.

The average time commitment is estimated to be **one day per month**, rising to a minimum of two days per month for governors with responsibility for chairing a Board standing committee. However, it must be recognised that this is an indicative figure and governors might be called upon to provide more time at some points during the year.

01 HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of East London on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **KAEMC**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on 17 April 2020.

For further information about the role please contact

** 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.*

