

Saxton Bampfylde



MANCHESTER
1824

The University of Manchester

Appointment brief Appointment of Lay Members

March 2023

Reference: WMNJ

An introduction

The University of Manchester is a place where research has [international impact](#), where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a [commitment to social responsibility](#) and the benefits we bring to society and the environment.

We were the first British university to set social responsibility as a core goal and are one of the world's leading universities for impact towards the UN Sustainable Development Goals in the *Times Higher Education* University Impact Rankings.

Manchester was the first and most eminent of England's civic universities. Our [rich heritage](#) of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities, with a global reputation for the highest level of research and teaching, as demonstrated by our position in the *Times Higher Education* World University Rankings. In 2023 we are placed 54th in the world and eighth in the UK.

Manchester has a rich history of ground-breaking research and [25 Nobel laureates](#) have studied or worked with us. This includes current members of academic staff, Professors Sir Kostya Novoselov and Sir Andre Geim, who shared the 2004 Nobel Prize in Physics for the isolation of graphene's properties.

Other pioneering discoveries include the work of Tom Kilburn, Freddie Williams and Alan Turing on the modern computer – the first stored program was run at Manchester – and the development of modern economics by trailblazers Sir John Richard Hicks and Sir William Arthur Lewis. The latter, on his appointment at Manchester, was Britain's first Black professor. Manchester also led the way with the appointment of Baroness Jean McFarlane as the first Professor of Nursing in England. McFarlane, a pioneer within the field of healthcare, established the country's first nursing degree.

Today, nearly half of our academic and research staff work on interdisciplinary research. Our five [research beacons](#) – advanced materials, cancer, energy, global inequalities and industrial biotechnology – are examples of how our cross-sector partnerships are helping to find unique solutions to some of the world's biggest challenges.

The University of Manchester retained 5th place for research power - the quality and scale of research and impact - in the UK government's Research Excellence Framework (REF) 2021, the major national exercise to evaluate research activity, which was last held in 2014. Manchester made one of the largest and broadest REF submissions in the UK, entering 2,249 eligible researchers across 31 subject areas. Overall, 93% of the University's research activity was assessed as 'world-leading' (4*) or 'internationally excellent'. The REF exercise also evaluated the University's work to provide a creative, ambitious and supportive research environment, in which researchers at every career stage can develop and thrive as leaders in their chosen field. In this category, the University achieved a result of 99% internationally excellent or world leading, making it one of the best places in the country to build a research career.

Through our Innovation Factory, we invest in the commercialisation of research via spin-out companies and partnerships with industry. We have a host of innovation initiatives designed to engage students, staff and local communities with the potential of research at Manchester. These include the Masood Entrepreneurship Centre and ID Manchester, a new billion-pound innovation district being developed in the heart of Manchester and alongside the University. In addition, we are partners, alongside Leeds and Sheffield Universities in Northern Gritstone. This is an independent business which supports the commercialisation of science and IP-rich businesses in the north of England.

Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Like other public bodies, the University has a duty to conduct our affairs in a responsible and transparent way, and to take into account the requirements of our regulator, funding bodies and the Committee of University Chairs' Governance Code of Practice.

Through our governance arrangements, we meet these responsibilities and comply with the reports of the Committee on Standards in Public Life. We also demonstrate our commitment to the principles of academic freedom and equality of opportunity, embodied in our Charter and Statutes.

In addition to this, our governance structures enable us to fulfil our strategic objectives and ensure we are well managed and accountable to our stakeholders.

Governance structure

The Board of Governors is the University of Manchester's governing body and has ultimate responsibility for the University's overall strategic direction and for the management of its finances, property and affairs generally, including the employment arrangements for all staff.

Further information about the University's governance structure, including current membership of the Board, access to Board minutes, the role of the five Board committees and the role of Senate (which under the authority of the Board acts as the University's principal academic authority) can be found at: <https://www.manchester.ac.uk/discover/governance/>





Our values

As an autonomous institution, we will strive to bring our shared values to life.

Knowledge

We are ambitious in our pursuit of new ideas, greater understanding and discovery.

Wisdom

We share and apply our knowledge and experience to guide balanced and evidenced decisions for ourselves and for society.

Humanity

We embrace and celebrate difference, respect and support each other, and act with integrity to benefit society and the environment by transforming and enriching lives.

Academic freedom

We support with enthusiasm and vigour the principles of freedom of thought and speech.

Courage

We think and speak freely, and act boldly to challenge assumptions and shape our future for the greater good.

Pioneering spirit

In the radical Manchester spirit, and inspired by our people, history and scale, we create the exceptional.

The role

PURPOSE OF POST

The University is seeking two additional lay members of the Board of Governors.

The University is seeking:

- i) An individual with current or recent experience as a Chief Executive Officer (this could be in a variety of institutional settings-public, private or third sector)
- ii) An individual with significant and senior experience in property and real estate, demonstrating a depth and breadth of understanding of the complexity of both major capital projects and investment, and wider efficient estate management issues
- iii) Experience and understanding of innovation and entrepreneurship: it would be desirable for this to include experience and understanding of small and medium sized enterprises, profit with purpose and community and placed based enterprise.

KEY RESPONSIBILITIES

Board members are expected to perform their duties efficiently and diligently to a standard commensurate with their personal capabilities and should have particular regard to:

- i) the [Nolan Principles](#);
- ii) the values outlined in the Committee of University Chairs (CUC) Higher Education Code of Governance (2020); and
- iii) the University's values of knowledge, wisdom, humanity, academic freedom, courage and pioneering spirit as set out in the University's vision and strategic plan, "[Our Future](#)".

Members should seek to:

- Constructively challenge and help develop proposals on University strategy;
- Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- Investigate the integrity of financial information and determine whether financial controls and systems of risk management are robust and defensible;
- Devote time to developing and refreshing their knowledge and skills;
- Uphold high standards of integrity and probity and support the Chair and the other Board members in instilling the appropriate culture, values and behaviours in the boardroom and beyond; and
- Take into account the views of stakeholders where appropriate.

Lay members will also, from time to time, be asked to chair staff appeals and grievance procedures as part of their responsibilities under the University's constitution.

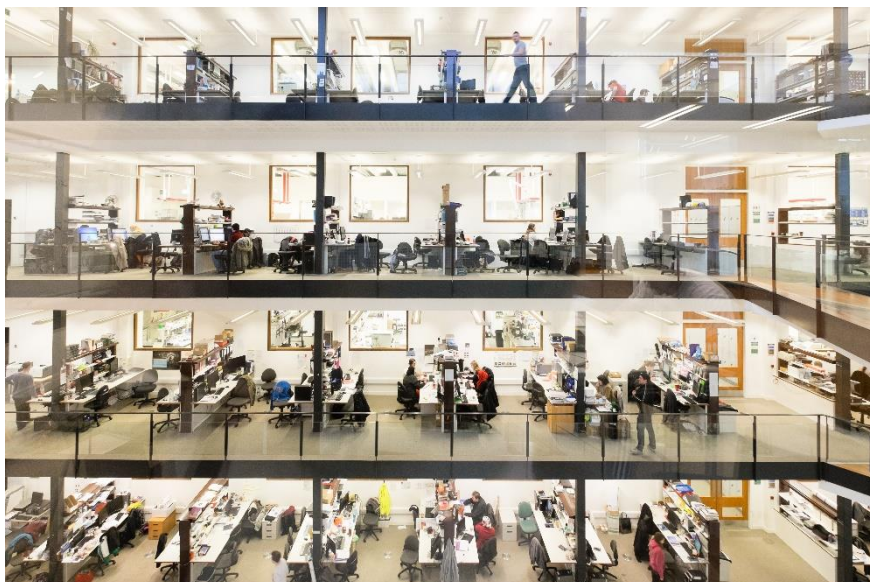
Standards

- Members of the Governing Body are expected to conduct themselves in accordance with accepted standards of behaviour in public life (see references to the Nolan Principles and CUC Code as outlined above).
- As the University is an educational charity, candidates should have not been disqualified from acting as trustees and will be asked to confirm in writing that this is the case. Candidates will also be asked to consider and declare any existing or potential conflicts of interest.
- Since the University is both a charity and a chartered body, members will be collectively responsible for ensuring that the Board of Governors exercises efficient and effective use of the resources of the University for the furtherance of its charitable purposes. Members will also ensure the Board maintains the University's long-term financial viability, safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

Time commitment for this vacancy

Board members will be expected to devote such time as is necessary for the proper performance of their role. For these roles, the appointed candidates should expect to spend between 15 and 20 days per year on University work after the induction phase. This is based on preparation for and attendance at:

- Scheduled formal Board meetings (six in each year); typically these are three hours in duration and usually preceded by a two-hour informal briefing on key strategic issues
- Board Committee meetings: Board members will be expected to serve on at least one Board committee (frequency of meetings varies depending on the Committee, but typically four to five meetings per year)
- An annual full day strategy session and a part day accountability review, looking back on performance over the previous year
- Training and updating sessions (internal and external) as required.





“We will be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.”



Person specification

Lay members will have the proven ability to contribute to the governing body and support the governance model that the Board of Governors has fostered. They must have a good understanding of, enthusiasm for, and commitment to, the University's strategic plan, the wider Higher Education sector, and the role and ambitious aspirations of The University of Manchester.

Skills and experience sought

The balance of skills, attributes and experience amongst existing members of the Board has been evaluated. For the two lay member appointments to be made, the University is seeking individuals from the following categories:

- An individual with current or recent experience as CEO leading major private, public sector and/or third sector organisations
- Significant and senior experience in property and real estate demonstrating a depth and breadth of understanding of the complexity of both major capital projects and investment, and wider efficient estate management issues
- Experience and understanding of innovation and entrepreneurship: it would be desirable for this to include experience and understanding of small and medium sized enterprises and the importance of the levelling-up agenda

We would particularly welcome and encourage applications from women, Black, Asian and Ethnic Minority candidates, candidates with disabilities and candidates with other characteristics that would further enhance the diversity of the Board.

Candidates from both categories will be able to demonstrate experience of:

- A strong track record of achievement
- Experience of contributing to, supporting and/or leading major private, public sector and/or third sector organisations
- Breadth of vision and a strong grasp of governance issues
- Unquestioned integrity, effective communication skills and experience in the management of change
- The judgement to digest and act upon large amounts of written material, and the ability to consider and constructively challenge the performance, strategy and objectives of an academic institution.



Terms of appointment

Appointment term

Appointments are typically for an initial three year term (unless there is a requirement to balance rotation), with the possibility of further extensions subject to Board requirements and appraisal. The usual maximum total term of office is nine years.

Support for members of the Board of Governors

The University values its Board members and recognises the contribution they make to the University and to its ongoing success. The University will do everything it reasonably can to support members in fulfilling their duties. Board members can expect to:

- Receive an appropriate induction
- Receive the information they need to carry out their role in an appropriate form and with appropriate time to consider and reflect upon this before decisions are taken
- Be provided with appropriate support and advice in respect of their legal and fiduciary responsibilities
- Be provided with adequate cover for personal liabilities through the University's Directors and Officers Insurance in respect of any claims made against them as members of the Board of Governors
- Discuss their contribution to the Board with the Chair regularly (and through a formal process annually); and
- Have access to the Secretary / Deputy Secretary, who will provide or make arrangements for their ongoing support as Board members.

Remuneration and expenses

In common with most higher education institutions and other registered charities, there is no remuneration directly associated with membership of the Board, although the University will reimburse members fully for all reasonable and properly documented expenses incurred in performing their duties.

The anticipated timetable is as follows:

Advert Closing Date	Wednesday 5 April 2023, noon
Longlist Meeting	Week commencing 10 April 2023
Shortlist Meeting	Week commencing 8 May 2023
Informal conversations	Week commencing 22 May 2023
Interviews	Week commencing 5 June 2023

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Manchester on these appointments.

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

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 **Wednesday 5 April 2023**.

* 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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