

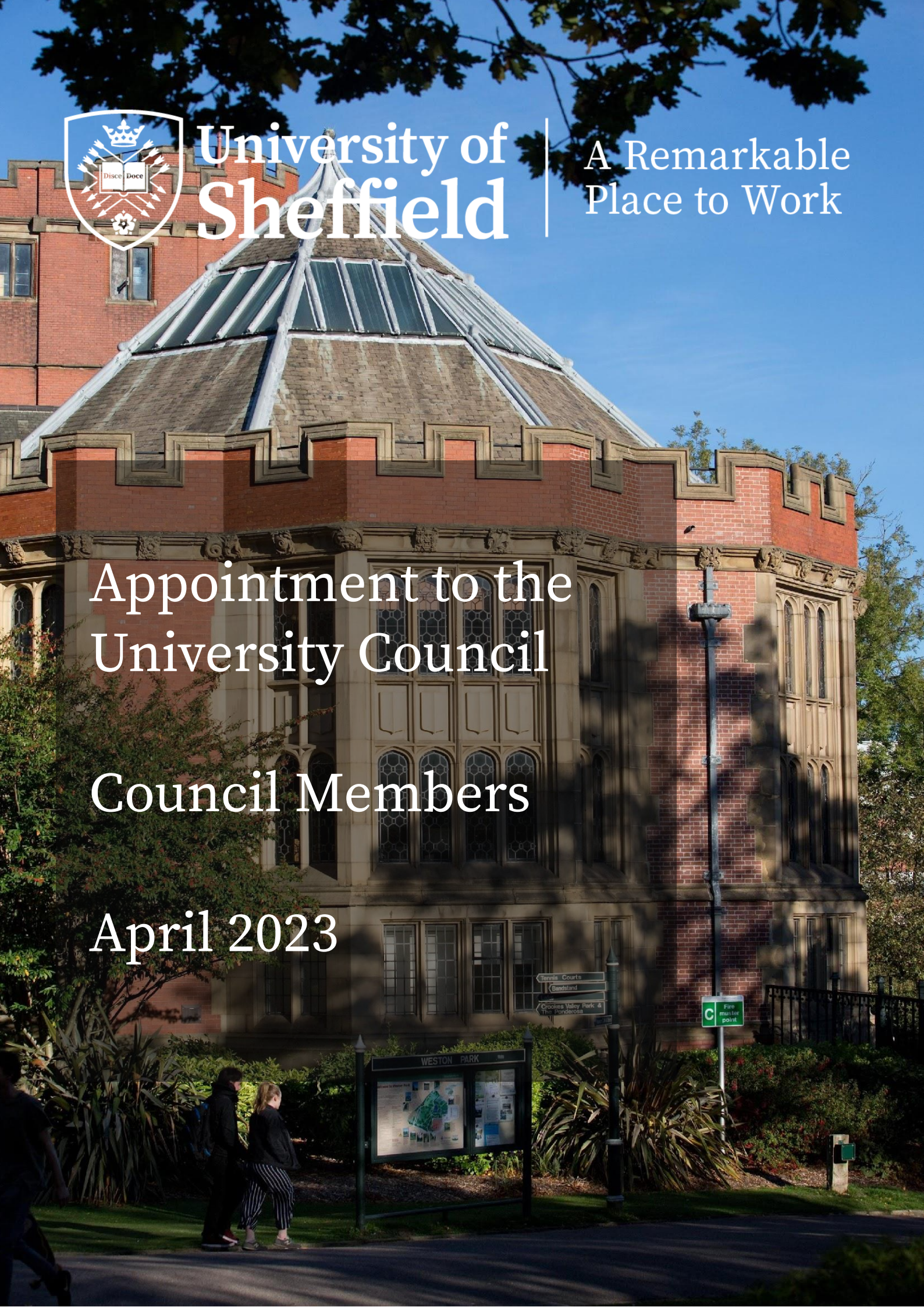


University of  
Sheffield

A Remarkable  
Place to Work

Appointment to the  
University Council  
Council Members

April 2023





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# The University of Sheffield

**The University is an independent corporation, founded by Royal Charter, whose governing body is the University's Council. The Council are responsible for the strategic development and overall performance of the University.**

Founded in 1905 the University has roots going back to 1828. The aim of its founders was to bring higher education within reach of the children of the people working in the great industries of Sheffield, to give support to those industries and to serve as a centre for the study of diseases. We are proud of our origins and the values this has embedded. Our historic civic commitment to the city of Sheffield and the region remains strong and we continue to embrace that role.

When the University was founded over a century ago, the people of the city had a clear vision. They wanted a world-class university that would bring the highest standard of teaching and research to Sheffield, powering the economy, addressing social problems and transforming lives. Today we are one of the UK's leading universities with an international reputation for excellence. We are a World Top 100 University (QS World University Rankings 2022). Our graduates and former staff include five Nobel Prize winners, an Olympic gold medallist and Britain's first female astronaut. We've been awarded five Queen's Anniversary Prizes, an award that recognises quality and innovation in research, and achievements that have made an outstanding contribution to the nation's intellectual, economic, cultural and social life.

# Our Research and its Impact

Our research changes lives for the better and advances our understanding of what it means to be human.

We work with other leading universities, governments and multinational companies to tackle the biggest challenges facing the world today.

Our partnerships with leading companies like Boeing and Rolls-Royce set a new standard for industrial research. The opening of the McLaren Composites Technology Centre in November 2018, attracted by our world-leading research, outstanding facilities and our established partnerships with industry, signals our ambition and capability in supporting industry.

Our outstanding performance for research, as a member of the Russell Group of 24 leading UK research universities, is consistently confirmed by independent assessment.

In 2019 we launched four new flagship research institutes – the Neuroscience Institute, Energy Institute, Healthy Lifespan Institute, and the Institute for Sustainable Food. The institutes build on the pioneering work already taking place at the University, creating a bold focal point for some of our key research strengths.

In May 2019, we became the UK's No 1 university for engineering research income and investment, further strengthening our reputation as a global leader in fundamental and translational research.

# Our Education and Student Experience

Excellence in research-led learning is one of our core values. We teach in creative and innovative ways to provide a stimulating and inspiring learning environment for our students. We continue to deliver excellent teaching and an outstanding student experience.

Our overall student satisfaction is over two per cent above the sector average, according to the latest National Student Survey (NSS), and our Students' Union has won Whatuni Student Choice Award for Best Students' Union for five consecutive years and is ranked number 1 in the Russell Group in the latest NSS.

Our teaching is research-led and our staff are some of the leading researchers in their field. The University was rated in the top 10 in the UK for 'research power'. This gives our students the opportunity to study with top-flight researchers to gain the most up-to-date knowledge and skills.

We also aim to nurture the personal and intellectual qualities needed for rewarding employment and a fulfilling life beyond university. Sheffield graduates are highly regarded by employers and enjoy excellent career prospects. We are top in Yorkshire and Humber for graduate prospects from the Higher Education Statistics Agency (HESA).

# About the University's Corporate Governance

The University is an independent corporation, whose legal status derives from a Royal Charter granted in 1905. It holds charitable status and members of Council are charitable trustees. The University's objectives, powers and governance framework are set out in the Charter and in supporting Statutes and Regulations. The Charter requires the existence of the following two bodies, whose main functions are detailed below.

The Council is the governing body of the University, responsible for the conduct of all areas of business and the strategic development and overall achievement of the University's mission. The matters specifically reserved to the Council for decision are set out in the University's Statutes and Regulations. The Council reserves to itself the responsibility for the ongoing strategic direction of the University; for the approval of financial forecasts, annual audited accounts and budget; approval of major developments; and the receipt of regular reports on the day-to-day operation of its business and subsidiary companies. Council delegates some of its powers to other bodies and individuals as appropriate and in accordance with a published Scheme of Delegation. Much of the work of the Council is carried out through formally constituted committees, including the following:

- Audit and Risk Assurance Committee
- Finance Committee
- Equality, Diversity and Inclusion Committee
- Nominations Committee
- Senior Remuneration Committee

The Senate is the academic authority of the University, whose role is (subject to the control and approval of Council) to ensure academic standards, the quality of teaching and research and the admission and regulation of students. Chaired by the President & Vice-Chancellor, its membership is drawn mainly from the academic staff of the University and also includes student representatives.

The University Executive Board is the President & Vice-Chancellor's advisory group and comprises: The President & Vice-Chancellor, Provost & Deputy Vice Chancellor, the five Vice-Presidents & Heads of Faculty, the Vice-Presidents for Research, Innovation and Education, the Chief Financial Officer, Chief Operating Officer and Director of Human Resources, with the University Secretary in attendance at meetings.

Our staff work across five Faculties: **Arts and Humanities, Engineering, Medicine, Dentistry and Health, Science and Social Sciences**. Each Faculty is led by a Vice-President & Head of Faculty, and supported by a senior team including a Faculty Director of Operations.

# About Membership of the Council

There are a maximum of twenty members of the Council. Council comprises external, academic and student members appointed under the Statutes and Regulations of the University. The external members form a majority and comprise the Chair of Council, one or two further Pro-Chancellors, the Treasurer and seven or eight other external members. The role of the Chair of the Council is separate from the role of the University's Chief Executive, the President & Vice-Chancellor. University staff members comprise the Vice-Chancellor, two or three senior academic officers, three members of the Senate and one member of the professional staff. There is also one student member (the President of the Students' Union) and provision exists for a second Students' Union Officer (responsible for Union finances) to attend on a regular basis. The Secretary to Council is the University Secretary.

External members of Council are normally appointed to serve for a period of three years, with provision for reappointment. An induction programme is arranged for new members, tailored to their individual requirements. All members are encouraged to participate in events arranged by AdvanceHE as part of its Governor Development Programme.

Members of the Council may also be invited to serve on its Finance, Audit and Risk Assurance, or other committees, as well as taking a part in other aspects of University life, for example through involvement in task and finish groups or other initiatives where their skills and experiences can add value and attendance at degree congregations.

Council meets on five occasions a year, in October, November, February, April and July, to transact its formal business. An extended, away-day style meeting is normally held in June, and post-meeting dinners (sometimes involving discussion led by an external speaker) are also arranged. Members are expected to attend regularly and participate actively.

Membership of Council is not remunerated, but the University will meet the cost of travel, attendance at external events and similar expenses. The likely overall time commitment of members for Council business is approximately equivalent to 7 days per year.



# Expectations of Members

## Role and Responsibilities

- Acting as an ambassador for the University, supporting the development of its mission and strategic vision to meet the needs of stakeholders.
- Overseeing the performance of the University through the review of strategy and performance against strategic objectives.
- Contributing to discussions about the University's assets, property and estate.
- Promoting the highest levels of corporate governance.
- Ensuring the University delivers its charitable objectives for the public benefit.

## Standards and behaviours

- Acting in accordance with accepted standards of behaviour in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to Higher Education and the values, aims and objectives of the University. Acting as an ambassador and influencer for the University, promoting its activities and strategic aims in the wider community.
- Acting fairly and impartially in the interests of the University as a

whole, using independent judgement and maintaining confidentiality as appropriate.

- Ensuring business of Council is conducted efficiently and effectively. Contributing to debate and to act as a critical friend to the University.
- Embracing the University Code of Conduct for members of Council.

## Other expectations

- Members are required to submit an annual return to the University's Register of Interests, which will be made publicly available via the University's web pages. With respect to Council business, they must disclose any interest they have in any matter under discussion.
- Members are expected to attend all Council meetings and meetings of any other University committees of which they are a member.
- Members are expected to participate as appropriate in induction and development activities arranged by the University.
- Members may from time to time, and in accordance with the Regulations of Council and Financial Regulations, be asked to witness the application of the University Seal and act as a formal signatory to sealed documents on behalf of the University.

# The Person

- You must evidence at least one of the following areas of expertise or experience:
  - Higher Education
  - Finance
  - Business and/or Industry and/or Entrepreneurship
  - Regulation/Regulatory Compliance
  - Innovation
- Educated to degree level or have equivalent experience, and a recognised professional in your field.
- Outstanding strategic leadership experience within a complex organisation in the public, private or voluntary sector.
- Evidence of high standards of corporate and personal conduct with a strong commitment to the values, aims and objectives of the University.
- An ability to scrutinise, interpret and analyse complex qualitative and quantitative information and data and offer considered perspectives to inform collective decision-making.
- Highly developed inter-personal communication and influencing skills, with an ability and confidence to develop and maintain effective relationships with a wide range of stakeholders.
- Ability to contribute as a culturally agile, dynamic and vocal team member with a global mind-set who actively supports and has a track-record of effective leadership.
- Embraces the values of diversity, inclusion and collegiality, and seeks to work across boundaries.
- The capacity and time commitment to fulfilling the responsibilities of members of Council, and to support and advocate for the University in general.
- An effective communicator, being an active listener and constructive contributor to discussions, influencing stakeholders and building successful relationships.
- An understanding of the policy, financial and operational factors affecting the Higher Education sector.
- An understanding of the local and regional factors affecting the University.

# Further information

Governance and management:

**<https://www.sheffield.ac.uk/govern>**

Annual report and financial statements:

**<https://www.sheffield.ac.uk/finance/finstatements>**

Charter, Statutes of the University and Calendar

**<https://www.sheffield.ac.uk/calendar>**

Council's current membership, including brief biographies of individual members:

**<http://www.sheffield.ac.uk/govern/council/councilmem>**

Council minutes and papers:

**<http://www.sheffield.ac.uk/govern/council/papers>**

Council committees – terms of reference and membership:

**<http://www.sheffield.ac.uk/govern/committees>**

# How to apply

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

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

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 Thursday 18<sup>th</sup> May.

\* 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.

## **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.

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Inclusion at Sheffield is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.



We are proud of our award-winning equality, diversity and inclusion action, and we continue to work to create a fully inclusive environment where everyone can flourish.

All candidates will also be invited to complete an online Equal Opportunities Monitoring form which as part of the recruitment process.

Any information collated from the Equal Opportunities Monitoring forms will not be used as part of the selection process and will be treated as strictly confidential.



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The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.



We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.

Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

Check out [www.sheffield.ac.uk/sustainability](http://www.sheffield.ac.uk/sustainability) for more information.

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The University of Sheffield recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive and supportive services and activities.

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Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

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## Creating a remarkable place to work

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.