

Brief for the position of Lay Trustee University of Bristol

August 2019

Contents

The University and City of Bristol	2
The Board of Trustees	4
Lay Trustees	5
Selection Criteria	6
Time Commitment and Term of Office	7
Appointment Process	8
Further Information	9



The University and City of Bristol

The University of Bristol is one of the most popular and successful universities in the UK. It was recently ranked 51st in the world (by the QS World University Rankings 2019).

Whilst the University's roots date back to 1876, it is a forward-thinking institution. Bristol was the first higher education institution in the UK to admit men and women on an equal basis, and its commitment to innovation and progress continues today. It is at the cutting edge of global research, with ground-breaking research that tackles some of the world's most pressing issues in areas as diverse as climate change, human rights, population health, big data and information security. Its education is shaped by the very latest thinking and coupled with bold initiatives to empower students to fulfil their academic and personal potential.

The University is led by Professor Hugh Brady as Vice-Chancellor and President (appointed in 2015). Professor Brady joined Bristol from University College Dublin where he had been President & Chief Executive of University College Dublin and is supported by an experienced and successful Executive Team.

The University is implementing an ambitious strategy, launched in 2016, which sets out a roadmap of its aspirations for the next seven years and includes a significant programme of investment and development. The Strategy focuses on improving the student experience, further enhancing its research performance, expanding the University's footprint, and developing its international profile and impact.

The University is currently developing a new seven-acre campus in the heart of the city beside Brunel's iconic Bristol Temple Meads station. The Temple Quarter Campus, which aims to welcome its first students in 2022, will be at the forefront of digital and management research, education, skills and innovation. It will provide teaching, research and innovation space for some 800 staff, external partners and 3,000 students. Together with ongoing improvements to its Clifton Campus, the University is building world class facilities to attract the best talent globally.

Today, the University has 18,000 undergraduate and over 6,000 postgraduate students. It is a worldrenowned institution, which employs internationally respected academics and recruits some of the brightest students from across the globe; for example, 13 Bristol graduates and members of staff have been awarded Nobel Prizes.

With an annual turnover of £608m and approximately 7,000 staff, the University continues to provide high-quality, research-led education, and invest in new technology and services to offer the best student experience. The University is a member of the Russell Group of UK research-intensive universities, and a member of the Worldwide Universities Network – a global grouping of research-led institutions.

The University is fortunate to be located in one of Europe's most creative and dynamic cities, with which it enjoys a close and synergistic relationship.

For many staff and students, the city is an unending source of research opportunities and a laboratory within which to test solutions with potential global impact. For the city, the University is one of its largest employers and a major contributor to its economic, social, cultural and intellectual vibrancy. The City of Bristol has a strong tradition of activism, with citizens who are engaged, expressive and ever-ready to get involved. A warm, friendly and vibrant city, in 2017 it was named the number one place to live in the UK (by the Sunday Times).

For more information, please see:

- <http://www.bristol.ac.uk/university>
- <http://www.bristol.ac.uk/university/facts>
- <http://www.bristol.ac.uk/university/strategy>





The Board of Trustees

The Board of Trustees is the governing body of the University. Members of the Board are charity trustees and their principal responsibilities are to hold the Executive to account for its leadership and management of the University, in an environment of mutual respect and which understands the respective roles of the Board and the Executive. The Board, led by Jack Boyer who is Chair, contributes to the development of, and monitors the implementation of, the University's strategic mission and vision. It ensures that adequate systems of control and risk management are in place and that the University is sustainable and financially viable.

Trustees may also be asked to play, as appropriate, an ambassadorial role for the University.

They must also ensure that they act in accordance with accepted standards of behaviour in public life; that the Board conducts itself in accordance with the University's Charter and Statutes; and, that they manage their personal behaviour as members of the Board in accordance with the University's Code of Conduct.

There are 20 members of the Board of Trustees. Its members include members of the Executive, University staff and students, and it has a majority of independent non-executive (lay) trustees. The Chair and Vice-Chair of the Board must be lay Trustees.

The Board is supported by the Registrar and University Secretary, and a professional Governance Team. The Board currently meets five times per year, and meetings typically last for a full day. There are four committees of the Board of Trustees: Audit and Risk; Finance and Infrastructure; Nominations Committee and Remuneration Committee.

Each committee is chaired by a lay member of the Board of Trustees, and each lay Trustee is expected to be a member of one or more Committees. Every committee includes a number of (co-opted) lay members, who bring specialist skills and experience as necessary. Committees meet between two and seven times a year, depending on the Committee.

A full list of members of the Board of Trustees can be found [here](#).

Lay Trustee

The University of Bristol is seeking an individual to join the Board of Trustees as independent external (lay) member. One vacancy for a lay Trustee will arise from 1 January 2020.

Lay Trustees are expected to serve as a member of at least one committee of the Board. Members of the Board may also be requested to join advisory/working/task and finish groups from time to time, depending on their skills and availability. The frequency of meetings varies from committee to committee. The range is between two and five meetings per year (half day meetings). Remote attendance (e.g. Phone or WebConference) at committee meetings is permitted although not encouraged.

Lay Trustee positions are high profile and rewarding voluntary roles. In the spirit of charity governance, Trustees are not remunerated, but members may reclaim all reasonable travelling and similar expenses incurred in the course of University of Bristol business.

The principal responsibilities of Trustees are to support the delivery of the strategy, to hold the Executive to account for its leadership and management of the University, provide constructive challenge and support, ensure that adequate systems of control and risk management are in place and assure that it is sustainable and financially viable. Trustee positions are an integral part of the governance structure, involved in steering the future strategic direction of the University. Trustees may also be asked to play, as appropriate, an ambassadorial role for the University.

Trustees will be required to meet the Seven Principles for Public Life, which have been incorporated into the Code of Conduct for Trustees. Successful applicants will need to complete a fit and proper declaration. It is also expected that Trustees will align with the University's values.

Trustees contribute to the development and review and approve the mission and strategic vision of the University, its long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of the University's stakeholders.





Selection Criteria

Lay Trustees are critical appointments for the University. Candidates must display obvious enthusiasm for the University's work and values, and an appreciation of the University of Bristol's Mission and Strategy.

We wish to appoint an individual who has demonstrable understanding of the distinction between management and governance and has the ability to operate as an effective trustee across the range of subject matters that will be considered by the Board.

The University has a strong commitment to equality, diversity and inclusion and through this appointment process it is the Board's clear stated aim to develop candidate pools that include applicants from all backgrounds and communities. The University particularly welcomes applications from people from black and minority ethnic communities, the LGBT+ community and from disabled people.

For the immediate vacancy the University has identified the following as priority skills and experience we are seeking to bring to the Board:

- IT, ideally with a focus on digital innovation, IT transformation; cybersecurity and resilience; digital services and systems; high-performance computing and information management.
- Significant experience of working at Board level in large and complex organisations.
- An interconnectivity with the City of Bristol, including current knowledge and experience of interacting with the different civic groups within our City in either the corporate or voluntary sector.
- Corporate governance experience from a substantial and complex organisation.

The following additional skills and experience would further enhance a candidate's attractiveness but are not required:

- International relationships and partnerships
- Research in an industry/enterprise setting
- Higher Education and Further Education Sectors

Time Commitment and Term of Office

The Board of Trustees typically meets five times a year, with most meetings taking place on a Friday. Members are asked to hold full days in their diaries for meetings. The typical cycle of meetings is: September; November; January; April (a “development day” followed by an evening dinner, followed by a full Board meeting the next day); and June. An approximate time commitment range for lay Trustees is 15–20 days a year, including preparation time and depending on committee membership.

Papers are circulated ten days in advance of each meeting, and members are expected to prepare appropriately for each meeting. There are many other opportunities for members of the Board to engage with, and support, University life: including attending graduation ceremonies and other student events, visiting University departments, and ‘buddying’ with University staff.

Lay Trustees serve for a three year term renewable subject to a potential maximum of nine years on the Board and all reappointments are subject to annual performance review.

Board meeting dates 2019/2020:

- 22 November 2019
- 31 January 2020
- 2 April (away day) 2020
- 3 April 2020
- 26 June 2020



Appointment Process

The closing date for applications is Thursday 26th September 2019.

In early October 2019, the Nominations Committee of the Board will meet to agree the short list of candidates to be taken forward to **final interviews in Bristol on 22 October 2019**. Those interviews will include a formal interview by the Nominations Committee of the Board.

To apply, please submit the following:

- Curriculum vitae along with a covering letter setting out your motivation and interest in the role and your assessment of how you match the required criteria.
- Completed application form containing a few questions to help us gauge your suitability for this role.
- Names and contact details of three referees.

Referees will not be approached until the final stages and not without prior permission from the candidates.

If you would like to discuss this opportunity further or have any questions about the role please contact Andrei Racasan at andrei.r@inclusiveboards.co.uk or on 0115 934 8437 or 07702 814 609.

The recruitment process is being undertaken by Inclusive Boards on behalf of the University of Bristol.

Please email your application to:
andrei.r@inclusiveboards.co.uk

Any postal applications should be sent to:
Inclusive Boards, NCVS
7 Mansfield Rd, Nottingham
NG1 3FB

All candidates are requested to complete an Equal Opportunities Monitoring Form which can be found [here](#).

This will assist the University in monitoring election decisions to assess whether equality of opportunity is being achieved. Information collated from equal opportunities monitoring will not be used as part of the selection process and will be treated as strictly confidential.





Further Information

The University's Strategic Plan:

<http://www.bristol.ac.uk/university/strategy>

Annual report and financial statements:

<http://www.bristol.ac.uk/directory/finance/about/financial-statements>

Statutes, Sections 15, 16, 17 and 33:

<http://www.bristol.ac.uk/university/governance/constitutionaldocs/charteractsstatutesordinances>

Board of Trustees' current membership, including brief biographies of individual members:

<http://www.bristol.ac.uk/university/governance/universitycommittees/boardoftrustees>