CANDIDATE BRIEF FOR INDEPENDENT MEMBER OF THE BOARD OF TRUSTEES
FROM 1 August 2023

Selection Criteria
We wish to appoint individual(s) who have credible executive-level experience in large and complex organisations, and demonstrable understanding of the distinction between management and governance. In addition, the successful candidate(s) will need to demonstrate an understanding of and interest in the higher education sector and an alignment with the University’s mission, strategy and objectives.

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.

Skills and experience in the following areas are being sought with one/two positions available.

Government and Public Affairs: A high-profile individual who has networks and political links with key representatives in public life.

Research Funding: Knowledge of Research policy and funding in the Higher Education sector. Knowledge and influence within national and international research collaboration in Higher Education.

Estates management and capital projects: including property management and development in civic settings.

The incoming member(s) will join the Board of Trustees as independent member(s) from 1 August 2023. It is anticipated that one of the new members will also become the University Treasurer at the same time.

Under the University of Bristol’s Constitution, the role of Treasurer is required for the purpose of the University of Bristol Acts 1960 and 1974, but there are no stipulations in relation to in finance, accounting, auditing etc. This means that the University is seeking someone with the broader range of skills as detailed above.

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 Trustees. The Chair and Vice-Chair of the Board must be Independent Trustees.

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

Each committee is chaired by an Independent Member of the Board of Trustees, and each Independent Trustee is expected to be a member of one or more Committees. The Committees include additional 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.

**Independent Trustees**

The University of Bristol is seeking an individual to join the Board of Trustees as independent member from 1 August 2023 and to also become the University Treasurer from 1 August 2023. More details on the skills experience being sought can be found under Selection Criteria above.

Independent 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).

Independent 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.
**Time Commitment and Term of Office**

The Board of Trustees typically meets six 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 (two days with a dinner); May and July. An approximate time commitment range for the Independent Trustees is 10-15 days a year.

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, Court and other events and visiting University departments.

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

**Appointment Process**

The Nominations Committee of the Board will agree the short list of candidates to be taken forward to final interviews in Bristol with the Nominations Committee of the Board.

To apply, please submit your 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 to Helen Cole (Senior Governance Officer) at helen.cole@bristol.ac.uk.

If you would like to discuss this opportunity further or have any questions about the role, please also contact Helen Cole in the first instance.

All candidates will be asked to complete an Equal Opportunities Monitoring Form. This will assist the University in monitoring 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 including the Strategic Plan:

- [www.bristol.ac.uk/university](http://www.bristol.ac.uk/university)
- [www.bristol.ac.uk/university/facts](http://www.bristol.ac.uk/university/facts)
- [university-strategy-2030.pdf](http://bristol.ac.uk/university-strategy-2030.pdf)

Annual report and financial statements:

- [www.bristol.ac.uk/directory/finance/about/financial-statements](http://www.bristol.ac.uk/directory/finance/about/financial-statements)

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

- [www.bristol.ac.uk/university/governance/universitycommittees/boardoftrustees](http://www.bristol.ac.uk/university/governance/universitycommittees/boardoftrustees)