

## **Independent (non-governor) Resources Committee member - property development expertise required**

The [University of Westminster](#) is seeking to appoint an independent (non-governor) member with estate and property development expertise to our Resources Committee.

Our new member will be able to advise the Committee on proposals for major development projects and support monitoring of the effective implementation of our Estate strategy and delivery of capital projects.

You will have strategic level experience of estate and property development and a strong personal commitment to our values (progressive-compassionate-responsible), aims and objectives. You will act in the best interests of the University by scrutinising papers, contributing to discussions and decision-making across the remit of the Committee as well as focusing on key issues relevant to estate and property development. You will demonstrate integrity, strategic thinking, sound and independent judgement, and an ability to think creatively and work effectively as a member of a team. A full role description including the main duties and selection criteria is attached.

The role is non-remunerated; we will reimburse reasonable expenses.

### **HOW TO APPLY**

To apply please send a CV including details of paid and voluntary work and a letter explaining the motivation for the application and the skills and experience you can offer with reference to the selection criteria to Elaine McMillan: [e.mcmillan@westminster.ac.uk](mailto:e.mcmillan@westminster.ac.uk).

To informally inquire about the position, contact Elaine at [e.mcmillan@westminster.ac.uk](mailto:e.mcmillan@westminster.ac.uk) or on 07870 902276 (from 4 January).

**Closing date for applications:** 18 January 2022

**Preferred start date:** February 2022

*At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.*

*We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.*

## **ROLE DESCRIPTION FOR AN INDEPENDENT COMMITTEE MEMBER (NON-GOVERNOR)**

### **Overview**

The Court of Governors is the governing body of the University and holds ultimate power and responsibility. The Court delegates some of its responsibilities to the following committees: Academic Council; Audit Committee; Governance and Nominations Committee; Remuneration Committee; and Resources Committee.

The majority of committee members are independent governors, bringing expertise and experience from the public, private and not for profit sectors. The Governance and Nominations Committee and Resources Committee membership also include members of staff.

All committee members are expected to act in the best interests of the University at all times. Individual committee members should use any specific knowledge or experience they have to help the committee reach sound decisions. They should take care, however, to be vigilant on the occurrence of potential conflict of interest and declare any such situation.

### **Main duties**

1. Attend and contribute to meetings of the relevant committee; scrutinising proposals, policies and other supporting documentation; contributing to collective decision-making.
2. Contribute to the development and review of any strategy/ies within the remit of the committee and to the monitoring and evaluation of the performance and effectiveness of the University against the strategy/ies and agreed key performance objectives.
3. Ensure that the University complies with statutory and regulatory requirements relevant to the work of the committee, such as those specified by the Office for Students.
4. Attend induction, training and development events as needed to carry out the role effectively.
5. Comply with the Court of Governors' Code of Conduct and good governance standards as exemplified in the HE Code of Governance. Observe the seven 'Nolan Principles' of conduct in public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Selection criteria**

Committee members will be selected according to the extent to which they can demonstrate the following skills, experience and attributes:

- A. Strong, personal commitment to Higher Education, the aims and objectives of the University, and the University's core values: compassionate; progressive; responsible
- B. Ability to establish a constructive, supportive and challenging working relationship with the Vice-Chancellor and other senior staff, respecting the proper separation between governance and executive management
- C. Understanding and acceptance of the principles of good governance and conduct in public life
- D. Strategic vision and the ability to think creatively

- E. Able to exercise sound, independent judgement and maintain confidentiality as appropriate
- F. Willing and able to devote the necessary time and effort
- G. Collegiate approach
- H. Excellent communication skills
- I. Track record of making a contribution to the strategic development of the organisation(s) in which the candidate has worked/volunteered
- J. Significant experience and expertise, and where relevant a qualification, in a professional area specific to the relevant committee

## Appointment process

Applications should comprise:

- a CV including details of paid and voluntary work; and
- an application letter explaining the motivation for the application and the skills and experience the candidate can offer with reference to the selection criteria above.

Shortlisted candidates will be invited to a meeting to discuss the role with members of the Nominations Committee and will be asked to complete a due diligence survey. All committee appointments are subject to the approval of the Court of Governors.

## Other Information

<b>Term of office:</b>	Independent committee members (non-governor) are appointed for a period of three years in the first instance. The appointment may be renewed for a second and, exceptionally, for a third three-year term to a maximum period of nine years.
<b>Time commitment:</b>	It is estimated that the role will involve the equivalent of circa 7 days per annum (dependent on the committee to which the candidate is appointed). Committee meetings usually take place on the same day each time; usually Tuesdays, Wednesdays or Thursdays. The majority of meetings are held late afternoons and evenings.
<b>Remuneration and expenses:</b>	The role of Independent committee member (non-governor) is not remunerated. Independent committee members are entitled to reclaim all travelling and similar expenses incurred in the course of University business, via the Clerk.
<b>Training and development:</b>	In addition to a mandatory induction session, the Clerk can source suitable development and training to meet individual identified needs as deemed appropriate by the Chair. The University reimburses all reasonable costs associated with attending relevant external training and development events.  Participation as an Independent committee member can be a development route for individuals interested in an appointment as a Governor of the University.
<b>Other support:</b>	The University offers other support for Independent committee members such as ad hoc use of office or meeting space in the University, reasonable clerical support for University business, and use of the Clerk's postal address and email address for correspondence relating to University business.  All support is arranged via the Clerk and other means of support in the role can be considered by request.