

**APPOINTMENT OF CORPORATION MEMBER  
PERSON SPECIFICATION AND ROLE DESCRIPTION**

June 2020

**Person Specification**

The Corporation is seeking people who can demonstrate the following:

**Personal Attributes:**

- A commitment to education and lifelong learning and to the role of Solihull College & University Centre as the principal provider of educational opportunity in its locality and a key contributor to the regional economy;
- An ability to work positively with others and debate issues, whilst maintaining a constructive atmosphere;
- An ability to adopt a strategic perspective;
- An ability to listen to other viewpoints and express ideas in a clear manner; and
- A commitment to the promotion of equal opportunities.

**Skills / Experience:**

- Management experience, preferably at a strategic level in a medium sized or large organisation;
- Experience of team, partnership or other collaborative working; and
- Some vacancies may require specialist expertise in, for example, audit/accountancy; financial management; human resource management; law; property and estates matters. This is to ensure that the Governing Body has a balance of skills and experience.

**Time Commitment:**

- An ability to attend 10 full meetings of the Corporation a year, each lasting 2–3 hours and usually commencing at 5.30pm. There will also be preparation for the meeting, which will include reading the reports in relation to the agenda that are distributed one week in advance of the meeting;
- An ability to be appointed to Committees of the Corporation and attend 3-4 additional meetings a year, each lasting 1–2 hours. The Corporation now has 3 committees: Audit, Search and Governance and Remuneration;
- An ability to take part in ad hoc Special Interest Groups that are established by the Corporation to consider specific projects;
- A willingness to identify an individual area of specific interest and become the link with that area by visiting or receiving information to enable you to understand the area in more detail;
- A willingness to participate in at least two half-day Governor Development events per year. These normally take place on a Saturday morning; and

- A willingness to take part in induction and other training. The induction process will include induction meetings with the Chair and Clerk and senior managers to discuss HE and FE provision at the College, as well as, financial and compliance requirements. Further, it will be expected that the administrative induction process is completed within 3 months, including the completion of the DBS process.

### **Eligibility:**

- An ability to sign a Declaration of Eligibility - Eligibility and Fitness to serve as a Trustee will be confirmed via Companies House and the Charities Commission;
- A willingness to declare any financial, business or personal interests which could be perceived as likely to affect judgement in relation to any aspect of the College's business; and
- A willingness to be bound by the College's Code of Ethics and Code of Conduct for Governors.

### **ROLE DESCRIPTION**

As part of their collective corporate responsibility, Members of the Corporation are expected to:

- determine and review the educational character and mission of the College;
- approve the quality strategy of the institution;
- ensure there are effective means for monitoring whether the College is fulfilling its mission;
- ensure the solvency of the College and safeguard its assets;
- approve annual estimates of expenditure and income;
- oversee the appointment, grading, dismissal and the pay and conditions of senior post holders and the clerk; and
- set a framework of pay and conditions for all other staff.

In addition, Governors are expected to:

- Act in accordance with the Seven Principles of Public Life as set out in the Nolan Report on Standards in Public Life;
- Attend and actively participate in the meetings of the full Corporation and its Committees;
- Contribute to the College's strategic development and the strategic planning processes of the Corporation and its Committees, including offering specialist knowledge, advice and expertise in order to add value to the work of the College;
- Develop an understanding of the context in which the College and the further education sector operates and help to position the College so that it responds effectively to change for the benefit of students, staff and the local and regional economies;
- Support the decisions of the Corporation on the basis of collective corporate responsibility;
- Promote the College's best interests in all the communities it serves;
- Participate in the periodic reviews of effectiveness of the Corporation;
- Participate in the periodic reviews of skills and training needs; and
- Participate in any training and development events as arranged from time to time.

**Useful Documentation** <http://www.solihull.ac.uk/about-us/college-governance/>

- Governing Principles and Committee Terms of Reference; and
- Financial Statements July 2019.

If you require any further information or would like an opportunity to visit the College please contact the Clerk's PA, Anne Carey, by email [anne.carey@solihull.ac.uk](mailto:anne.carey@solihull.ac.uk).