

UCEM Trustee

Job Specification

Date created: September 2021

JOB DESCRIPTION

Employment Status	This is a voluntary role with no employment status, the role is not remunerated however incidental travelling and subsistence expenses may be claimed. This vacancy is only open to UK based applicants.
Hours:	A minimum of 10 days per year, this assumes attendance at Board meetings, and membership of one sub-committee.
Location:	Reading and London, UK
Term of Office:	3 years from the date of appointment, renewable for a further three-year period.

Role summary

University College of Estate Management (UCEM) Trustees provide a non-executive oversight of all UCEM activities and contribute to the development of strategy and future vision. Governance is through the Board of Trustees and sub-committees as required.

The Board is responsible for the overall governance, monitoring and strategic direction of University College of Estate Management (UCEM). The Board works together with the Executive Team to ensure that UCEM achieves the objects defined in the Royal Charter and governing documents.

The Board is responsible for ensuring that UCEM meets the regulatory requirements of the Office for Students (OFS), the Charity Commission, the ESFA (and Ofsted) and fulfils the expectations of the CUC Higher Education Code of Governance.

Role accountabilities and responsibilities

Leadership

- Set and maintain vision, mission and values and to ensure that UCEM is focused on achieving them.
- Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensure risk assessments for all aspects of the business are carried out.
- Ensure the proper investment of UCEM's funds and the financial stability of the organisation.
- Maintain effective board performance and ensure the effective and efficient administration of UCEM including funding, insurance and premises.

Business

- Monitor performance of the Institution to ensure regulatory requirements are met, including the Office for Students, Ofsted and the Charity Commission.
- Ensure the Board adheres to the CUC Code of Higher Education Governance.
- Receive regular reports from the Principal on progress towards agreed strategic priorities.

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- Ensure that UCEM has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit.
- Ensure the Board has the skills required to govern UCEM well and has access to relevant external professional advice and expertise.
- In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. These may involve scrutinising Board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

The external role

- Represent the Board, and UCEM externally, when required, acting as an Ambassador for the institution. This will be at events, through networking, as well as external meetings.
- Participate in individual and collective development and training of the Trustees.

Personal

- Adhere to the Nolan Principles of Public Life (attached).
- Have a strong personal commitment to the values, aims and objectives of UCEM.
- Always act fairly and impartially in the interests of UCEM, using independent judgement and maintaining absolute confidentiality concerning all sensitive/confidential information.
- Be available to attend induction and training events organised by UCEM or other appropriate bodies.
- Attend regularly the Board of Trustees meeting, and any sub-committees or working groups of which membership has been confirmed.
- Receive feedback on his/her performance as Vice- Chair via an appraisal/review procedure from the Chair.

Time commitment

- The core commitment is to be available to attend meetings of the Board, attend the sub-committees and undertake the formal Board business. The core role will require the Trustee to attend Board meetings which are four times per year and become a member of a sub-committee. Sub-committees usually meet four times per year.
- Represent UCEM at external events such as the Graduation Ceremony, the Property Award, and other external events, including relevant events held by the Office for Students. There is a minimum expectation of attendance at a minimum of one external event per year.

Powers and functions

- Please refer to the Terms of Reference which outlines the power and functions of the UCEM Board of Trustees: <https://www.ucem.ac.uk/governance/>

Declaration

All trustees must sign a declaration to show willingness to serve as Trustees of UCEM and that they comply with the Charities Act 1993 regulations:

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993

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Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Undergraduate level qualification	X		X		
Postgraduate level qualification		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Significant experience at a senior/executive level	X		X	X	
Experience at Board level		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Excellent understanding of the workings of the Higher Education sector		X	X	X	
Passionate about the benefits of a supported online education model within built environment education	X			X	
Strong written and verbal communication skills, with confidence in making presentations	X		X	X	
Commercial awareness and ability to spot, evaluate and drive business opportunities to deliver the best results	X			X	
A role model who consistently leads by example and acts with integrity, impartiality and independence at all times	X		X	X	
Personally credible with the ability to challenge	X			X	
Excellent understanding of Higher Education and the business processes of an academic institution		X	X	X	
Knowledge and experience of Apprenticeships		X		X	
Knowledge of the property and construction industries		X	X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X		X	X	
Commitment to delivering the UCEM vision to be the 'Centre of Excellence for Built Environment Education'	X		X	X	

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You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, and Prevent	X			X	
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APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed Recruitment Check Form which is available from the jobs page of our website.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

Internal applicants are advised to inform their line manager of their application.

NO AGENCIES: We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Jane Fawkes, University College Secretary to the Board on 0118 921 4682 j.e.fawkes@ucem.ac.uk or contact Lyndsay Hughes Clerk to the Board on 0118 921 4642 l.hughes@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2433 or email recruitment@ucem.ac.uk

Closing date and next steps

Monday 27 September 2021 at noon

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Due to the pandemic, interviews are likely to be carried out via Teams or Zoom until September 2021, when this will be reviewed.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with the Principal and the University College Secretary, and if successful through this stage then with a Panel of Trustees.