

UHI | SHETLAND



Board of Management

UHI Shetland
Recruitment Pack

Welcome from the Chair

If you are passionate about education, community development, and making a positive impact in Shetland, we invite you to apply to join our Board of Management as an Independent Director.

UHI Shetland is the leading provider of education, research, and training across Shetland, with campuses in Lerwick and Scalloway. As the most northern partner of the University of the Highlands and Islands, we offer a diverse range of courses shaped by our unique environment and culture. We are committed to delivering a high-quality student experience, ensuring the student voice is central to our decision-making. Our partnerships with employers and the wider community help us align our learning with local needs and drive economic development.

This is a time of opportunity for Shetland and for the future of further and higher education and training across the islands. As an Independent Director, you will help shape the organisation's ambitious plans for growth and innovation, ensuring that the Board's discussions and decisions reflect the needs and aspirations of our community. Together, through effort, efficiency, and effectiveness, we will continue to build a college that meets Shetland's training and industry needs at the heart of our community.

The role of a Non-Executive Board Member is pivotal in developing our strategic aims and ensuring sound stewardship and best practice. You will be part of the Board during a period of change and opportunity for Shetland and for the future of further and higher education in the region.

Within this booklet, you will find general information on UHI Shetland and a role description for the post of independent director. As Chair of the Board of Management, I look forward to working in close collaboration with students, our wider community, and fellow Board members, guided by the UHI Shetland principles of openness, respect, and excellence.

To apply, please follow the instructions in this booklet or visit our website for further details. We look forward to receiving your application and welcoming you to UHI Shetland's Board of Management.

Stephen Leask

Chairman of the Board of
Management
UHI Shetland

Email: ex13sl@uhi.ac.uk



Board of Management

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UHI Shetland

UHI Shetland has been formed out of the merger of NAFC Marine Centre, Shetland College and Train Shetland to create a vibrant new Academic Partner in the family of the University of the Highlands and Islands.

We are at the heart of economic development for the islands and work closely with industries as diverse as textiles and aquaculture, in various ways from skills development to research.

Since August 2021, UHI Shetland has been working to bring all their provision together in order to make efficiencies in operations but also develop opportunities for all learners and better meet the needs of Shetland.



Overview of the Board

Board Members make an important contribution to UHI Shetland and their experience, knowledge and commitment enables them to contribute to UHI Shetland's strategic direction, decision-making and continued development while also acting as ambassadors to communicate our activities to their contacts throughout the local area and beyond.

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The Board is committed to equality and diversity and to ensuring that our governing body represents the staff, students, and community that it serves, and applications are particularly welcome from women, people with disabilities and people from ethnic minorities. Successful appointees will be expected to undertake a Protecting Vulnerable Groups (PVG) Scheme check.

Positions on the Board are voluntary and unpaid but bring huge rewards to members. Your input can make a real difference to the education and prospects of our learners and to the wellbeing and success of the communities where they live.

The new Board has been developing its strengths throughout the process and continues to seek new additions to its ranks. We hope you enjoy learning more about what we propose and encourage you to engage with us now and in our future to help us make sure we deliver what Shetland needs.

The Future Vision

We want UHI Shetland to be an inspirational hub of innovation and learning designed to meet the needs of the people of Shetland, nationally and internationally.



This will be achieved by:

Working Together

Fostering activity and interaction across the organisation and between staff and students

Working for Shetland

Addressing skills needs, supporting innovation and applied research for the Shetland economy as the university for Shetland, within the University for the Highlands and Islands (UHI)

Working Sustainably

Embedding sustainability in the curriculum and in our practice

Working to Become Resilient

Encouraging staff and student development and aspiration, exploring and achieving new income streams

Working with Partners

Furthering relationships, strengthening our position within UHI and developing partnerships including with other institutions, particularly in the research field.



UHI Shetland's mission is:

To support a sustainable and collaborative environment in Shetland where the economy and community can prosper with local access to relevant, high-quality learning, training, and research opportunities. Shetland UHI will be an inspirational hub of innovation and learning designed to meet the needs of the people of Shetland, nationally and internationally.

This will be achieved through our core values of collaboration, openness, respect and excellence.

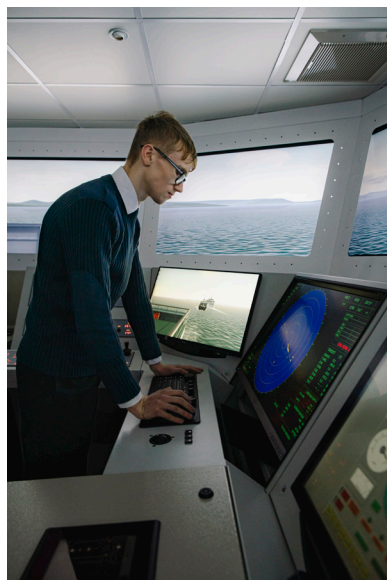
The main four areas of the strategic plan are:

- Tertiary Education
- Research and Knowledge Exchange
- Engagement
- Enterprise

The five-year Strategic Plan is available online on the UHI Shetland website www.shetland.uhi.ac.uk

Governance

UHI Shetland has been established as a non-incorporated college. It will become an assigned college to UHI, the Regional Strategic Body (RSB) for the Highlands and Islands. The new body has achieved charitable status through registration with OSCR prior to vesting.



The Board:

The Board of Management, as UHI Shetland's governing body, plays a central role in shaping the strategic direction of UHI Shetland. The primary aims are to support and challenge the management and staff to continue the development and work of UHI Shetland. We are working to become an assigned College of the University of the Highlands and Islands, the UHI is a Regional Strategic Body (RSB) (under the terms of the Post-16 Education (Scotland) Act 2013), and the Board is accountable to the RSB.

The role of a director is a non-executive one and concerns oversight of UHI Shetland at the strategic level in line with the corporate plan rather than be concerned with the day to day executive management. The role of the Board director encompasses his or her role as a charity trustee (once we are registered) and director of the Company.

At present the board meets on a monthly cycle with papers being sent out one week in advance. We have established Board committees which include Audit, Finance and General Purposes, HR and Remuneration, Learning, Teaching and Research and Search and Nominations. It is expected that each Board member will contribute to at least one of these sub-committees.

Learning and Teaching

XXXXXXXXXXXX

UHI Shetland will provide the help, facilities and services all students need to participate in the life of the organisation and to make the most of their learning experience, regardless of their background, reason for learning, when or how they learn. As many learning opportunities as possible will be created for students to explore, enjoy and experience. Students will be able to choose a vocational or an academic route, with equal opportunity for meaningful progression.

Existing expertise in developing short courses and in apprenticeships will strengthen work-based learning throughout the organisation, whilst our reputation and track record in scientific and creative/ cultural research will allow us to continue to build on our research and curriculum offer.

We have strong community links through our outreach Learning Centres in remote and rural locations. We will also be looking to widen participation to include residents in Shetland's remotest locations.

The curriculum activity areas will be:

Creative and Cultural Industries

Continuing the exciting work in creative textiles and fine art as well as the courses offered in partnership with Shetland Arts. Includes the Centre for Island Creativities.

Marine Science

Includes fisheries, aquaculture and marine spatial planning in research and learning and teaching. This section will include the new Centre for Sustainable Seafood.

Health, Care and Society

Working to support the provision of a sustainable health and care workforce for Shetland

Technology, Maritime and Built Environment

Drawing together Computing, Construction, Maritime and Engineering sections.

Job Description

Board of Management – Independent Director Role Description

The independent Directors of the UHI Shetland board of management are appointed by the board itself.

An independent non-executive Director is responsible for:

- Contributing to the business of Board meetings, following established and agreed procedures
- Contributing to one or more of the Board committees by membership or chairing
- Engaging effectively at board meetings and working collaboratively with other members
- Observing the Nine Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership, public service and respect) in all Board business.

The members shall contribute to the Board in:

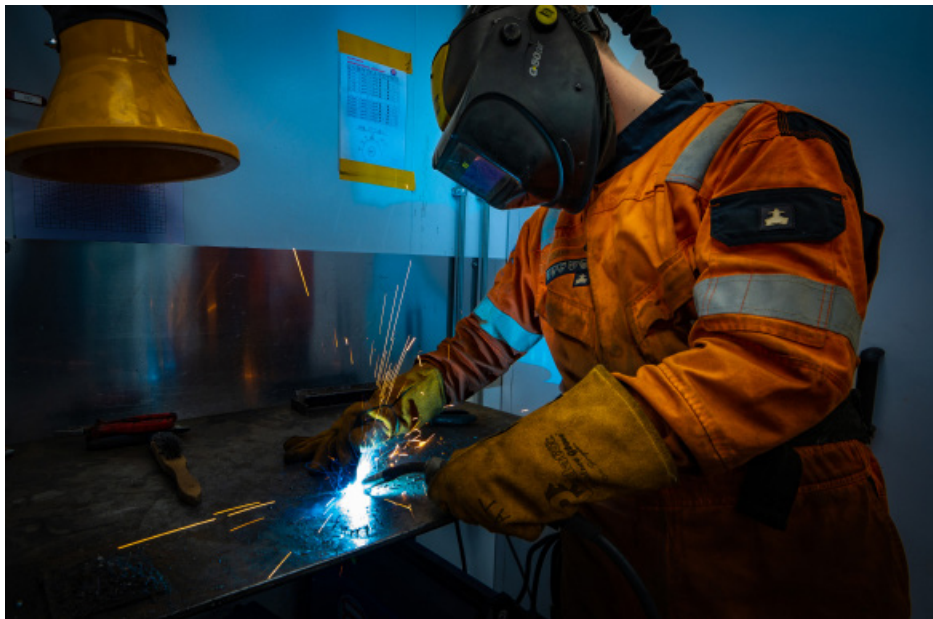
- Articulating the vision of UHI Shetland as an academic partner and Assigned college of UHI
- Maintaining and developing the ethos of UHI Shetland
- Setting corporate objectives in line with UHI Shetland's outcome agreement with UHI
- Monitoring the financial health and compliance of UHI Shetland in line with the UHI Shetland's Financial Memorandum agreed with UHI
- Monitoring UHI Shetland's achievement of its agreed outcome measures
- Approving the annual budget
- Approving the year end accounts and financial statements
- The appointment and re-appointment and removal from office of Board members, the appointment of, performance appraisal of, and disciplinary action against the Principal
- Approving all new and revised UHI Shetland policies
- Establishing high standards of integrity in the conduct of Board business

Job Description

Performance of the Board and individual Board Members

Each Director:

- Should discuss his or her contribution and development needs with the Chair of the Board at least annually
- Is expected to contribute to critical self-assessment of Board performance and processes and make an active contribution to the annual performance assessment of the governance of UHI Shetland
- Shall ensure regular attendance at board meetings



Ambassadorial Role

The Directors shall seek to promote the best interests of UHI Shetland wherever possible, be its ambassador and, if called upon to do so, represent it at meetings, presentations and conferences.

Person Specification

Specific experience and knowledge	
Appropriate business experience in public private or voluntary sector	Essential
Evidence of interest in further/higher education or vocational training appropriate to the needs of the local economy and employers	Essential
Familiarity with the Shetland Islands and the communities served by Shetland UHI	Desirable
Financial and or audit experience	Essential
Legal background	Desirable
HR and or health and wellbeing experience	Desirable
Personal Qualities	
High level of verbal communication skills	Essential
Evidence of sound independent judgement	Essential
Ability to contribute constructively	Essential
Time to commit to Board and committee meetings, training and some Shetland UHI events	Essential
Willingness to embrace the use of IT for communication	Essential

Please note the following additional requirements:

- Board positions are subject to Enhanced Disclosure check with Disclosure Scotland upon appointment.
- Members are also asked to sign up to a Code of Conduct, and to commit to the Nine Principles of Public Life in Scotland (Public Service, Selflessness, Integrity, Objectivity, Accountability & Stewardship, Openness, Honesty, Leadership, Respect).
- They are required to formally register any interests which may have a bearing on their work for the Board.
- They will complete an application form to be a director of the Company which will be lodged with Companies House.

The Articles of Association prevent the Board from recruiting anyone who cannot be a director by virtue of any provision of the Companies Act or becomes prohibited by law from being a director or a charity trustee, or if he/she has been sequestered.

Commitment

As a UHI Shetland Board Member a minimum time commitment of approximately 12 days per year is required.

The roles require attendance at regular Board meetings (quarterly and usually starting at 16:30 on Wednesdays) and members to join two Board committees, which will meet four times a year. Reasonable out of pocket expenses for Board business are reimbursed.

In this recruitment cycle we are particularly interested in candidates who could join our Audit Committee. We hope to fill the following number of vacancies on the following respective committees:

- Audit Committee
- Learning, Teaching and Research Committee
- Finance and General Purposes Committee
- Human Resources and Remuneration Committee

Subject to a PVG Scheme check, appointments will be made immediately, with the length of term lasting for up to four years, renewable once. Candidates must not be employees or students of UHI Shetland.

Values

All staff and Board Members are to adhere to the UHI Shetland Values:

Collaboration

We will proactively engage and co-operate with others

We will communicate effectively to share knowledge with others

We will work constructively with others to achieve a common purpose

Openness

We will embrace feedback and continue to learn.

We will be empathetic, authentic and honest in all our interactions.

We will listen to others, encourage them to share their views and will value their contributions.

Respect

We will recognise other's strengths and abilities, and their contributions to the organisation.

We will respect and appropriately utilise facilities and resources that are made available to us.

We will consider the impact of our words and actions on others.

Excellence

We will take responsibility for our contribution to the success of UHI Shetland.

We will take pride in our work and work to the highest possible standard.

How to Apply

If you would like to be considered for a vacancy, please send a full CV with a covering letter to:
board.shetland@uhi.ac.uk

We welcome applications on an ongoing basis.

For further information or to arrange an informal online discussion about opportunities, please contact:
board.shetland@uhi.ac.uk



UHI | SHETLAND

A young woman with long brown hair is wearing a white VR headset and a blue jacket over a grey t-shirt. She is smiling and holding a white VR controller in her right hand, which is raised. The background shows a room with a white ceiling, a large window with vertical blinds, and some equipment on a stand.

Where
learning
means
more