

Shetland Merger Project



Information Pack Non-Executive Board Member Roles

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Dear Applicant

Thank you for your interest in becoming a Non-Executive Board Member of the new merged College in Shetland. The appointment will be to our shadow board in the first instance as we progress to the merger date in early 2020, transferring to the new Board of Management once we have completed the merger process. We believe this merger will build on the considerable strengths of NAFC Marine Centre, Shetland College and Train Shetland to create a vibrant new College, providing critical support to the on-going development of Shetland's economy.

We have ambitious plans for growth in each aspect of our work and are seeking Board Members from a variety of backgrounds, with an interest in our future success. The Board of Management of the new College will set the strategic direction for this new College, ensuring it delivers the high quality education, training and research required for Shetland to continue to prosper. As a Board Member, you will play a key role in this period of change and opportunity for Shetland, securing the future of further and higher education in the region.

The new College will be the most northern partner of the 13 institutions that comprise the University of the Highlands and Islands, which offers a diverse range of courses, many taking advantage of our region's unique environment, landscape and culture. We use a variety of delivery models that meet the needs of our students and employers, making use of technology to overcome some of the geographical challenges we face.

A commitment to the provision of a high quality experience for students is central to our plans and we will ensure the student voice informs decision making at all levels. We value diversity and equality and actively work with our partners to embed these values within all that we do.

We engage positively with employers, our multi-agency partners and wider stakeholders so that our offer is aligned to student, business and community needs while forming partnerships that contribute to economic development within the Shetland Community, and beyond.

We welcome applications from those who have the necessary skills, experience and commitment to join us in addressing the challenges and opportunities which lie ahead. We hope you decide to apply.

Peter Campbell
Chair
Shetland College UHI



David Sandison
Chair
NAFC Marine Centre UHI



About the role

Establishment of the Shadow Board is a transitional step towards the creation of a Board of Management which will be the governance mechanism from vesting day of the new merged college. Membership of the Shadow Board will consist of the following representatives:

- Chair, Shetland Fisheries Training Centre Trust
- Trustee, Shetland Fisheries Training Centre Trust
- Chair, Shetland College Board
- Chair, Education and Families Committee
- Principal Designate
- 2x Staff representative - teaching
- 2x Staff representative - non-teaching
- 2x Student representative
- Independent non-executive board members (to be recruited)

The role of the Shadow Board is to provide leadership, direction, support and guidance to ensure the new merged College acts at all times in accordance with good governance. The Board is committed to delivering its functions effectively and efficiently, providing value for money, in accordance with the aims, policies, priorities and objectives of Scottish Ministers and the Scottish Funding Council (SFC). The Board has corporate responsibility, under the leadership of the Chair.

The College Development Network has produced a helpful guide for Board Members in the College Sector which [you can access here](#) ¹ (pdf document).

Valuing Diversity

We are committed to supporting diversity and equality. We value the benefits of having different points of view and experiences on our Board. Accordingly, we hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, relationship status or caring responsibilities.

We particularly welcome applications from groups currently under-represented on Shetland's public bodies, such as women, disabled people, ethnic minorities and people aged under 50.

If you require any of the application pack documentation in an alternative format please email shetlandrecruitment@uhi.ac.uk or telephone 01595 744914.

Time Commitment

It is anticipated you may need to devote an average of 2 days per month to this role, however, in the months leading up to the merger, Board Members can expect higher levels of engagement and therefore time commitment.

Remuneration

Board member appointments are not remunerated and are undertaken on a voluntary basis. Board members are entitled to the reimbursement of all reasonable travel and subsistence costs, including reasonable receipted dependant's carer costs.

¹ If you require a hardcopy of this guide please email shetlandrecruitment@uhi.ac.uk

Length of Appointment

Board members will be appointed for a period of up to four years, at the end of which their appointment may be renewed subject to satisfactory performance appraisal and the skills, knowledge and experience requirements of the Board at the time of renewal. Reappointment is not automatic.

Fit & Proper Person Test

Scottish Ministers and the public must feel confident that people appointed to the Boards of public bodies are fit and proper persons to take up these positions. In this context a Fit and Proper Person is an individual who is suitable for appointment because they meet the requirements of the role, and their past or present activities (and/or behaviours) mean that they are suitable to be appointed.

Conflicts of interest

Your current employment or other position you might hold may give rise to a conflict of interest which could affect your suitability for appointment to this particular post. It is important that you consider this possibility when you make your application. We will seek confirmation that applicants have no inappropriate or unmanageable conflicts of interest in respect of appointment to the College Board.

Please let us know in your application of any potential conflicts of interest. If you want to know before applying if you have a conflict that would bar you from being a Board member you should contact shetlandrecruitment@uhi.ac.uk

Vetting

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) applies to roles where there may be substantial contact with young or vulnerable people. Through appointment to the new merged College as a Shadow Board Member, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application.

Disqualification

Please note, these roles are not open to anyone who has been or becomes:

- Bankrupt
- Disqualified from holding a Directorship in a Limited Company
- Disqualified from being a Charity Trustee
- Suspended or removed as a Charity Trustee
- Convicted of an offence involving deception or dishonesty

Important - please note that by submitting your completed application you're declaring:

- That the information provided is, to the best of your knowledge and belief, true and complete
- That you are able to meet the time commitment required of the role
- That you agree to apply and work within the [Principles of Public Life in Scotland](#) ²
- That you agree to be bound by the Board Members' Code of Conduct and other relevant Legislative or Regulatory Framework as is required by the Board of Management
- That you have no unmanageable conflict of interests in respect of the appointment
- That you are aware of the terms of disqualification and that you are not disqualified from taking up a public appointment.

² If you require a hardcopy of the Principles of Public Life in Scotland please email shetlandrecruitment@uhi.ac.uk

Application and assessment information

Equalities Monitoring Form

We are committed to appointment on merit, diversity and equality. The Equalities Monitoring information is not provided to the interview panel. The information gathered from equalities monitoring is very important and helps to determine how the new merged College embeds a culture of equality and diversity, ensuring that everyone is treated fairly and without discrimination. All information supplied will be non-attributable, completely anonymous and will be treated in the strictest confidence, in line with the principles of the Data Protection Act 1998.

Assessment Process & Outcomes

The applications that meet the skills requirements will be invited to attend a short interview with Board members. The interview will take the form of a discussion during which applicants will be invited to explain why the role of Board Member is of interest and describe the relevant skills they could bring to the role. If invited for interview and you have a disability and you require adjustments to be made, please advise us.

Notes on skills & experience requirements:

While we need people with a variety of general skills and personal qualities to enable the Board to work effectively, the Board also needs individual members who bring some specific additional skills/experience. The General Skills and Priority Skills are set out in the section below.

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Board Management Remit and skills requirements

Role
As a member of the Shadow Board and then the Board of Management of the new college you will promote the highest standards of corporate governance and accountability, influencing the strategic direction of the College to serve learners, local communities, address business needs and support the College Management in achieving its objectives.

Summarised remit
<p>An independent non-executive member is responsible for:</p> <ul style="list-style-type: none">○ Contributing to the business of Board meetings, following established and agreed procedures○ Contributing to one or more of the Board committees by membership or chairmanship○ 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. <p>The members shall contribute to the Board in:</p> <ul style="list-style-type: none">○ articulating the vision of the College as an academic partner and assigned college of UHI○ maintaining and developing the ethos of the College○ setting corporate objectives in line with local outcome agreement with UHI○ assessing the performance of the Principal○ establishing high standards of integrity in the conduct of Board business○ monitoring the financial health and compliance of the College in line with the Local Financial Memorandum agreed with UHI○ monitoring the college's achievement of its agreed outcome measures <p>Working effectively with the Further Education Regional Board of the University of Highlands and Islands. Members shall seek to promote the best interests of the College wherever possible, be its ambassador, and if called upon to do so, represent it at meetings, presentations and conferences.</p> <p>Performance of the Board and individual Board members</p> <p>Each Member:</p> <ul style="list-style-type: none">○ should contribute to establishing performance indicators against which to measure its performance○ 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 the College○ shall ensure regular attendance at board meetings.

Skills Requirement

We are seeking to attract applicants with a wide range of general and professional skills and those that bring experience from all walks of Shetland life. We expect all applicants to be able to demonstrate the general skills, as these are fundamental to board membership, and professional skills and knowledge and experience as pertain to their individual experience.

General skills

The Board is seeking a wide range of general skills and personal qualities. These include, but are not limited to, the ability to;

- work effectively in a team setting
- critically examine proposals and their supporting analysis
- challenge in a constructive and supportive manner
- effectively communicate and work with a diverse range of people
- lead and make decisions

Professional skills

The Board is seeking a number of professional skills and experience that relate to the running and oversight of an organisation. These include, but are not limited to;

- Finance and audit
- Human resources and organisational development
- Estates and infrastructure
- Governance
- Strategic planning
- Performance management

Knowledge and Experience

The Board is seeking knowledge and experience of Shetland life. This includes, but is not limited to;

- Shetland's key industrial sectors (Including, but not limited to; Marine, Fisheries, Creative Industries, Construction, Energy and Tourism)
- Knowledge of Further and Higher Education, including research
- Previous Board membership and experience
- Under represented areas of Shetland life