



# Edge Hill University

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**Board of Governors  
Applicant Information Pack**



## Welcome



### Dear candidate

Thank you for your interest in offering your time, skills and expertise as a potential member of Edge Hill University's governing body.

Edge Hill is a successful and ambitious university. Our Board of Governors helps us continue to deliver teaching, learning and research of the highest standard and maintain the value we bring to our community.

This document outlines the key elements of being a governor at the University. It covers the role and responsibilities of a governor and the level of commitment we expect from our Board members. I hope you find the information useful.

**Clive Edwards**

Chair of the Board and Pro-Chancellor



## About the University

**Edge Hill University** has been providing higher education since 1885, with a **mission to create and harness knowledge to deliver opportunity**. We were the first non-denominational teacher training college for women, beginning with 41 female trainee teachers. We now have in the region of 15,000 students across a wide range of undergraduate and postgraduate programmes.

The University continually strives to improve. This has been recognised in our award for teaching excellence (TEF Gold 2019), as a regular University of the Year finalist (and winner in 2014-15), and as one of only three English universities to be allocated a free-standing **medical school** in 2018.

Students also rank Edge Hill highly. The **2020 WhatUni awards** placed us first in the North West, and in the top ten nationally, for student support, employment prospects and campus facilities.

In common with many other higher education institutions, Edge Hill is classified as an exempt charity, regulated by the **Office for Students** (OfS).





## Our Mission

**Edge Hill University – creating and harnessing knowledge to deliver opportunity**

The Edge Hill University community will:



Embrace challenge and seize opportunity



Expect and celebrate creativity and excellence



Act responsibly and with integrity



Show determination, resilience, ambition and adaptability



Work together to deliver our Vision



## The Board of Governors

The Board of Governors has oversight of the educational character and mission of the University with specific responsibilities for financial probity and the effective use of resources. As the University has charitable status, governors are also trustees of the charity and must ensure that Edge Hill meets its charitable objective and continues to deliver public value.

The Board comprises independent, staff and student governors, all of whom have equal status. The University's Vice-Chancellor is an ex-officio member.

The Board is supported by **Audit, Governance and Nominations, Remuneration and Resources** Committees. Committees undertake the detail oriented work on behalf of the Board, with all matters of strategic importance reserved for the Board\*.

Governors are appointed based on their skills, knowledge and experience and how well they meet the current requirements of the Board. We are currently seeking applications from: (1) candidates with recent and relevant experience in accountancy or auditing, and (2) candidates from underrepresented groups.

\*The Board's committees are currently subject to a review and may change in 2021/22.





## Being a Governor

**We are looking for applicants who can demonstrate an active interest in higher education, and a commitment to:**

- the role of the University as a major, high quality provider of higher education regionally, nationally and internationally
- the University's vision
- promote equality and diversity
- quality and enhancement
- promote the University externally and within the community it serves
- work positively with others and to contribute as a member of a team
- make reasoned decisions and to act honestly, diligently and in good faith
- contribute to establishing performance targets and the monitoring of performance against these
- accept collective responsibility.



## Person Specification

Key attributes expected of all governors are:

- Strategic awareness
- Vision and commitment
- Ability to share and work to common values
- Critical listening and evaluation skills
- Ability to ask probing questions
- Analytical and problem solving abilities
- Integrity to act without self-interest and make decisions based on evidence
- Ability to work within a framework of collective decision-making in the best interests of the Board and the University
- Awareness of standards in public life, public accountability and a determination to abide by them

Edge Hill University is committed to increasing diversity and maintaining an inclusive culture. If you meet our criteria, we welcome your application regardless of your age, ethnicity, race, gender, religious beliefs, sexual orientation, marital status, social demographic or whether you live with a disability.





## Our Expectations

In common with many other institutions, this is a voluntary role, though reasonable travel expenses will be paid. All governors are expected to:

1. Prepare for, and attend, Board and committee meetings. Governors attend, on average, nine meetings per year lasting approximately 2.5 hours each, and one half-day session dedicated to strategy and development.
2. Contribute actively and constructively to the work of the Board. Meetings will normally be undertaken in-person, though may be held online. All papers will be circulated via the Board's electronic portal, and a basic level of digital literacy will be required in order to engage with the role.
3. Commit to induction and ongoing development.
4. Adhere to the Board's values and the **Nolan Principles** of public life.
5. Continue to be a fit and proper person, and declare any conflicts of interests. We will ask you to complete our fit and proper person test once your application has been shortlisted.





# Governor Development

## Framework for Recruitment, Induction, Development, Support and Review

	Recruitment material	Induction (general and committee membership)*	Handbook	Buddy/mentor	Chair: Annual Meeting#	Link Governor^	Committee Chair^	Renewal process^	Ongoing
Applicants	✓								
Year 1		✓	✓	✓	✓	Optional			• Briefings in and outside of Board meetings
Term one (Years 2-3)			✓	Optional	✓	Optional		Year 3	• Edge Hill web pages
Term two (Years 4-6)			✓	Optional	✓	Optional	✓	Year 6	• Board portal
Term three (Years 7-9)			✓	Optional	✓	Optional	✓		• Advance HE • Email

\*Also applicable at any stage if a committee transfer occurs.

#Governors will also be offered a meeting with the Chair on their departure from the Board to capture any feedback or learning from their full term on the Board

^For independent governors only

**Note:** The Board and its Committees undertake an annual self-evaluation to measure effectiveness. An externally facilitated review is held every four years.



## How to Apply

To be considered for a role on our Board (for three years in the first instance), your application should include:

- an up-to-date CV
- a supporting statement that addresses the criteria in the person specification and outlines your motivation for applying. The statement should be no longer than 2 pages of A4 in 12pt font.

Please tailor your application to the role, explaining why you meet the criteria and what you feel you could contribute to our Board and the University.

Please submit your application to **Helen Smallbone, Clerk to Governors**.

You may also contact the Clerk if you have queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion.

The University will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.





## Additional Reading

You may find the following information interesting when considering making an application

- **Articles** and **Instrument** of Government
- **Statement of Primary Responsibilities**
- **Strategic Plan 2021-2025**
- Board of Governors **webpages**
- **Financial Statements and Annual Review**





**We look forward to receiving your application**