

Position Specification

City, University of London

Chair of Council



Introduction

This specification should be read in conjunction with information on City's website, www.city.ac.uk, particularly the "About City" section.

The Council of City, University of London intends to appoint a new Chair. This person will be committed to its mission, an accomplished strategic thinker and communicator, and an infectious optimist about the future of City. The Chair will be constructive, engaged, and supportive and a source of counsel to the President and his Executive Team.

City, University of London

City, University of London is a global university committed to academic excellence with a focus on business and the professions and an enviable central London location. City enjoys historic links to the City of London, the Lord Mayor of London is its Rector and several of the London livery companies were involved in its founding and remain its friends.

Led by President Professor Sir Paul Curran, City has made significant investments in its academic staff, its estate and infrastructure; and continues to work towards realising its vision of being a leading global university. City recently agreed a new *Vision & Strategy 2026*, which is available online at www.city.ac.uk/about/city-information/vision-strategy-2026

City is ranked in the top 20 (18th) of UK universities (*Guardian University Guide 2017*) and in the top 4% of universities in the world (*Times Higher Education World University Rankings 2016*). It attracts around 19,500 students (35% at postgraduate level), is well above the sector average for graduate employability in most subjects, is eleventh in the UK for starting salaries and is second in London for undergraduate student satisfaction. In the Government's last Research Excellence Framework exercise, City doubled the proportion of its total academic staff producing world-leading or internationally excellent research. City joined the University of London as an autonomous institution in 2016.

City's five Schools have academic strength in business, law, health sciences, mathematics, computer science, engineering and the arts and social sciences including journalism and music. Its largest School, the Sir John Cass Business School is ranked 6th in the UK and 22nd in Europe by the *Financial Times European Business School Rankings*. More facts about City can be found online at www.city.ac.uk/about/facts-and-achievements

Governance and the Role of City's Council

City, University of London is an independent corporation, granted the status of university by Royal Charter in 1966 and also governed by a Supplemental Charter of 2016, granted to mark the accession of City to the University of London.

The Charter defines City's Council as its supreme governing body ultimately responsible for the affairs of City.

Council sets City's strategic direction; ensures the effective management and control of its affairs, property and finances; and appoints the President, Deputy President and Provost and Vice-Presidents.

Council delegates some of its powers to Council Committees: Senate; Audit and Risk Committee; Remuneration Committee; and Corporate Governance and Nominations Committee. Council delegates to the President its authority and responsibilities in all areas except those specifically retained under City's Charter, Statutes and Ordinances by Council itself and its Committees.

Each year the Council provides a Corporate Governance Statement which forms part of the Financial Statements and describes the committees and their work throughout the year.

The Governance process and procedures are supported by the College Secretary and the Governance team.

Membership

Council consists of up to 21 members, up to 14 of whom are independent, or 'lay' members and up to seven of whom are staff and student members. Currently there are six staff members and one student member.

Independent Members:

- Mr Rob Woodward, Chair of Council and Chief Executive Officer, STV
- Mr Roger Bright, Deputy Chair of Council and Former Chief Executive, The Crown Estate
- Sir Brendan Barber, Chair, Advisory Conciliation and Arbitration Service (ACAS) Council
- Dame Lynne Brindley, Master of Pembroke College, University of Oxford
- Mr Andy Friend, former Chief Executive, John Laing plc
- Professor Iain Gray, Director of Aerospace, Cranfield University
- Mr Adrian Haxby, Partner & Director, Peel Hunt LLP
- Ms Philippa Hird, former Group HR Director, ITV
- Professor Chris Jenks, former Vice-Chancellor, Brunel University London
- Ms Janet Legrand, Partner and International Board Member, DLA Piper
- Dr John Low, Chief Executive, Charities Aid Foundation
- Ms Hunada Nouss, Executive Director, Finance and Operations, Children's Investment Fund Foundation
- Ms Jacqueline Wright, Corporate Vice President, Microsoft Corporation
- Mr Ronald Zeghibe, Founder and Chairman, Hailo Network Holdings

Staff and Student Members:

- Professor Sir Paul Curran, President
- Professor David Bolton, Deputy President and Provost
- Professor Marianne Lewis, Dean of Cass Business School
- Professor Stanton Newman, Vice-President (International) and Dean of the School of Health Sciences
- Ms Mary Luckiram, Director of Human Resources
- Ms Liz Rylatt, Chief Financial Officer
- Mr Yusuf Ahmad, Students' Union President

The Role

The Provisions of City's Charter and Statues

The Chair of Council is required by City's Charter to 'chair any meetings of Council and act as Rector in the absence of the Rector or in the event of a vacancy in that post'. (The Rector is the honorary head of City and chairs the annual meeting of Court, City's Stakeholder Forum.)

The Provisions of City's Ordinances

The main responsibilities of the Chair of Council are set out in City's Ordinances as follows:

- To lead Council members so as to meet the collective responsibilities of Council and fulfil their role as charity trustees.
- To lead Council so that it fulfils its obligation to ensure that City is run in accordance with the decisions of Council, the institution's Charter, Statutes & Ordinances and relevant legislation.
- To ensure that Council conducts itself in accordance with accepted standards of behaviour in public life.
- To ensure that the Council determines the nature and extent of the significant risks that the institution is willing to embrace in implementing its strategy and ensures that Council members can operate effective oversight.
- To encourage all Council members to work together effectively as a team, contributing their skills and expertise as appropriate and ensure that there is satisfactory challenge to major proposals.
- To foster relationships founded on mutual respect and open communication between independent Council members and the Executive. Ensure that independent Council members do not become involved in the day to day executive management of City.
- To ensure the performance of the Council as a whole is reviewed regularly and the learning points implemented.
- To approve the Council agenda. This should be focused on Council's primary responsibilities. He/she liaises with the College Secretary and the President on the drafting of supporting papers to ensure a timely flow of high quality information.
- To ensure that the business is covered efficiently and effectively in Council meetings. Liaise with the College Secretary on the planning and chairing of these meetings.
- To approve the unconfirmed Council minutes prior to their presentation to Council for approval and ensure that Council decisions are acted on.
- To exercise powers delegated to the Chair of Council by Council.

-
- To act as an ambassador for City – working closely with the President and supporting him/her in this capacity.
 - To represent the Council at functions, meetings and in the press and broadcasting media, in line with City’s agreed media strategy.
 - To undertake such ceremonial duties as may be required e.g. presiding at degree ceremonies.
 - To represent City as a member of the Committee of University Chairs (CUC) and at relevant meetings of the Higher Education Funding Council for England (HEFCE) and Universities UK.

The relationship between the President and the Chair of Council is vitally important. The Ordinances also note that the Chair of Council should provide leadership and support to the President; and that both should ensure that the relationship is constructive but challenging, recognising the proper separation of governance and executive leadership and management and the checks and balances imposed by the different roles each has within City’s Charter and Statutes.

The Chair must also be able to develop a constructive relationship based on mutual respect with all member of City’s Executive Team. The Chair’s relationship with the College Secretary, who reports to the Chair, will also be critical to success in this role.

Finally, as provided by the Ordinances: the Chair of Council appraises the performance of the President and the College Secretary and makes recommendations to the Remuneration Committee on their pay, terms and conditions and reward; the Chair of Council appraises all Council members annually. The Chair is appraised by Council and the Deputy Chair of Council provides feedback to the Chair of Council from Council.

Candidate Profile

Experience

The successful candidate will demonstrate the following background and experience:

- Considerable prior experience at board level, preferably as a chair, with a clear appreciation of the division between executive and non-executive responsibilities.
- High level connections with City's key stakeholders and representatives of business and the professions in and beyond London;
- Demonstrable interest in and commitment to Higher Education;
- Understanding of the legal duties and responsibilities and the role of the Chair.

Competencies

The successful candidate will possess the following personal attributes:

Chairing and Mentoring Skills

- **Optimism:** while recognizing that the Higher Education system faces many challenges, the Chair will also believe that City is well-placed to prosper and achieve even greater success in the coming years.
- **Confidence:** the Chair should be a clear thinker, strategic in outlook, able to identify and focus discussion on the critical issues facing City and with the stature and authority to command respect both internally and externally. He or she will be comfortable and experienced in chairing public meetings and communicating to large and small groups;
- The ability to work in a collegial and collaborative way, developing constructive relationships with the President and City's Executive Team and avoiding 'grandstanding'; and the willingness to engage in constructive discussion and to observe 'cabinet responsibility' for agreed positions;
- **Diplomacy:** the ability to voice concerns appropriately, in a frank but professional fashion and to deal with conflict constructively;
- The ability to facilitate and chair meetings, keeping them focused, to time and managing difficult discussions.

Strategic Capability

- **Breadth of experience:** the ability to comment on and assess the full range of issues faced by Council. Financial literacy, combined with an understanding of complex organisational processes;
- A strong international perspective is an advantage.

Advocacy and Representation Skills

- Exceptional oral and written communication skills;
- Strong public-speaking and influencing skills;
- The ability to work closely with the Executive Team in the development and implementation of strategy and in helping to manage relationships with key partners.

Personal Attributes

- Other essential qualities include clear leadership ability, good coaching and influencing skills and a good sense of humour;
- Strength of personality and robustness of intellect;
- The highest standards of integrity and probity.

Time Commitment

The Chair of Council must be able to devote time and attention to City as and when required. This is not always predictable. The time commitment of the present Chair equates to around four days a month when averaged across the year.

The appointment is for an initial period of three years and may be renewed for a further three years at the Council's discretion.

How to Apply

To apply, please send a full CV together with a supporting statement, briefly highlighting your experience and skills against the requirements of the role, to responses@russellreynolds.com including the reference number 1703-037L and the job role in the subject title. All applications will be acknowledged.

The closing date for the receipt of applications is 26 April 2017.

Contact

Simon Kingston
Russell Reynolds Associates
Almack House, 28 King Street
London
SW1Y 6QW
Direct: +44 207 198 1858
simon.kingston@russellreynolds.com

Henry Scarlett
Russell Reynolds Associates
Almack House, 28 King Street
London
SW1Y 6QW
Direct: +44 207 198 1858
henry.scarlett@russellreynolds.com