

UNIVERSITY GOVERNOR

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to your role, in an environment that recognises your unique contribution.

In choosing to join Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will join a stimulating and critically engaged University, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will join us in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

*Prof Simon Ofield-Kerr, Vice-Chancellor,
Norwich University of the Arts*



EQUALITY DIVERSITY

Committed to equality
and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and the region's arts and cultural worlds.

This is a fantastic opportunity to join the University's governing body as an Independent Governor.

The postholder will act as a Governor of the University, undertaking the roles and responsibilities of a Governor as outlined by the role description contained in this pack.

The main purpose of the role is to ensure that the University sets a clear vision, mission and strategy and monitors the implementation of the University's strategic plan by the Vice Chancellor and Executive Team. Governors are expected to play an appropriate part in ensuring that the business of the Council (and any Committees to which they are also appointed) is carried out efficiently, effectively and in a manner appropriate for the proper conduct of public business. Governors should build strong and effective relationships with fellow Governors, members of the Executive Team and University staff and students, whilst avoiding involvement in the day-to-day executive management of the University.

Individual governors will normally bring

specialist knowledge, expertise and skills to the Council, including, for example, knowledge of higher education, commercial enterprise or an understanding of the professional domains with which the University is engaged.

We particularly encourage applications from those with experience and/or expertise in the field of estates, financial management or business leadership/enterprise.

All University Governors are required to act fairly and impartially, in the interest of the University. They will question intelligently, debate constructively, challenge rigorously, and decide dispassionately.



This is a voluntary position

There is no closing date for applications – vacancy will remain open until appointment made.





Role Description

University Governor

Member of the University Council



Legal status

Norwich University of the Arts is a Higher Education Corporation (the “Corporation”) – a separate legal entity – as established by the 1988 Education Reform Act, and subsequently amended by the Further and Higher Education Act 1992. The Instruments and Articles of Government, approved by the Privy Council, form the constitutional framework by which the Corporation is governed. In conjunction with the Instrument and Articles of Government, the Standing Orders contain rules and by-laws for the operation of the Governing Body.

Charitable status

The Corporation is an “exempt” charity. In England and Wales an exempt charity is one that is not regulated by, or registered with, the Charity Commission for England and Wales. Rather, the charity’s compliance with charity law is overseen by another body: its principal regulator. For higher education providers in England, including Norwich University of the Arts, the Office for Students (OfS) is the principal regulator.

As an “exempt” charity, the University’s governors are charitable trustees. The trustees are responsible for governing the charity and making decisions about how it should be run. They have broadly the same duties and responsibilities as trustees of registered charities. As a result, the Charity Commission’s published guidance is largely relevant to the trustees of the University.

Public benefit

Charitable trustees are expected to carry out the purpose of the charity – what it was set up to achieve - for public benefit.

Public benefit has two aspects:

- The benefit aspect is whether the purpose is beneficial.
- The public aspect is about who benefits e.g. the public in general, or a sufficient section of the public.

The Charities Act 2011 describe 13 broad areas of potentially charitable purpose. One of the purposes is the advance of education.

Public benefit statement

Charities are expected to explain each year in the trustees’ annual report how they have discharged the purposes of the charity for public benefit. This is included in the University’s Financial Report and Consolidated Accounts published on the University’s website.

University Council

Governing Body

The Corporation is managed by a Board of Governors (the governing body), who are members of the Corporation. The Board of Governors is referred to as the “Council”, and its members are known as governors.

The Council operates with a number of committees, which undertake specific areas of work on behalf of the Governing Body. Governors may be invited to join one or more of these committees.

Responsibilities of the Governing Body

The Council is responsible for:

- the determination of the educational character and mission of the University and for the oversight of activities;
- the effective and efficient use of resources, the solvency of the Corporation and the safeguarding of its assets;
- approving annual estimates of income and expenditure
- the appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts; and
- setting a framework for the pay and conditions of service of all other staff.

Committees reporting to Council

Academic Board – responsible for the academic governance of the University

Audit & Risk Committee – responsible for the audit of the University’s annual financial statements and oversight of the University’s risk management, control and governance arrangements.

Finance & Resources Committee – responsible for oversight of the proper management of the University’s resources and assets, including finance, estates, investments, and information technology

Nominations Committee – to advise the Council on the appointment of new members, terms of office, renewal of memberships, succession planning and committee memberships.

People Committee – responsible for supporting the University’s strategy through oversight of the organisational culture, equality, diversity and inclusion, and the health and wellbeing of students and staff

Remuneration Committee – responsible for determining the policies and procedures relating to the remuneration of senior staff, including the remuneration of the Vice-Chancellor



Role of a Governor

Primary role

Governors, with the exception of the Vice-Chancellor, are non-executive members of the Council.

The primary role of governors is to contribute to the effective discharge of the Council's responsibilities by:

- Offering informed and constructive contributions to the decision-making processes of the Council.
- Making their knowledge and expertise available to the Council.
- Ensuring that the Council exercises effective control over the strategic direction of the University.
- Adequately assessing the performance of the University against the objectives and targets approved by the Council.

Achieving a balance between challenge and support

Governors are expected to both scrutinise (challenge) and support the executive. Achieving the right balance between the two can be difficult. Excessive challenge can lead to management feeling they have to persistently defend their position; while a lack of challenge may lead to complacency. Governors need to find the right point along the spectrum of unquestioning support and excessive challenge. It is important that this is understood by both the governors and management.

Legal duties of trustees

The trustees' duties may be summarised as:

- Acting in the best interests of the University at all times.
- Ensuring that the University's funds are applied to further its charitable purpose.

The Charity Commissions lists the following principles for trustees to follow when making a decision:

- Act within their powers. i.e. decisions are consistent with the charity's objects and powers.
- Act in good faith and only in the interests of the charity. In making a decision, trustees are trying to do the right thing, in the interests of the charity.
- Make sure they are sufficiently informed.
- Take account of all relevant and ignoring irrelevant factors.
- Manage conflicts of interest.
- Make decisions that are within the range of decisions that a reasonable trustee body could make.

In summary, Governors are expected to do their best, taking into account their knowledge and experience.



Duke Street Building

Attributes of Prospective Governors

Knowledge and expertise

- Governors are expected to be working, or have worked, at a senior level in their chosen field and be familiar with high-level decision-making.
- Individual governors will normally bring specialist knowledge, expertise and skills to the Council, including, for example, knowledge of higher education, commercial enterprise, specific business areas or an understanding of one or more of the professional domains with which the University is engaged.

Personal competencies and values

- Effective interpersonal and communication skills, including the ability to establish good working relationships with other members of the Council, the Vice Chancellor and members of the senior team.
- Personal affinity with higher education and empathy for the values, aims and objectives of a specialist arts, design and media institution.

Disposition

- The ability to listen to others.
- To be constructive and supportive of the Vice Chancellor and the senior team, but to offer effective challenge as appropriate.
- An understanding of the distinction and boundaries between governance and management, avoiding any involvement in the executive management of the institution.
- An understanding and appreciation of the principles of governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life (see following section).
- Prepared to make the work of the Council a high priority.

General Information

Terms and Conditions of Appointment

The role is an unremunerated voluntary position, but reasonable domestic travel expenses will be reimbursed.

Commitment

There are a total of four University Council meetings per year, plus an annual Strategy Day, which are held in person. The appointed Governor may also join a sub-Committee of the Board, which meet up to a maximum of four times per year.

Governors are expected to attend all meetings of the Council, an annual Away Day and any sub-Committee meetings of which they are a member (or to give timely apologies if absence is unavoidable). There will also be a time commitment to reading papers associated with the above meetings. Governors are encouraged to attend a range of other events, such as the Graduation Ceremony and other events throughout the year.

On the basis of the above, the likely overall time commitment required of Governors is a minimum of 4 days per annum.

Meeting Dates

The meeting dates of Council which you would be expected to attend are:

- 4 October 2024
- 29 November 2024
- 21 March 2025
- 4 July 2025

Duties

Duties and responsibilities are outlined in the role description included in this pack.

Start and Term Dates

This post operates throughout the year. The role will commence as soon as you are available. The role is for a three-year term with the possibility of renewing twice to a maximum of nine years.

Hours of Work

There are no standard hours of work, but you must be available to attend Governor meetings.

Location

Candidates can be based anywhere in the UK but will be expected to attend Council meetings in person where possible. Some remote attendance at meetings may be required.

Appointment Process

After submitting your application and a copy of your CV, your appointment will be considered by the Nominations Committee. You may be invited to an informal interview with the Committee as part of this process.

Offers of Appointment

All provisional offers of appointment are subject to verification of qualifications, satisfactory references and a fit and proper persons check.



Further Information

Equality, Diversity and Inclusion

It is important that the University community supports the policy on equality, diversity and inclusion and that all staff reflect this in the way they work.

Board Composition

For more information about the Governance of Norwich University of the Arts and current Governors please visit our [website](#).

Health and Safety

It is important to be responsible for helping to make the University a safe and healthy place to work and study, ensuring compliance with the Health and Safety Policy.

Policies and Procedures

It is important to keep up to date with the University's policies and processes which are usually available on the intranet, and to reflect these in all ways of working.

Governor Development

All new governors will receive a full induction into the role and to the University. All governors are encouraged to undertake further training and development provided by sector organisations.

Confidentiality and commercial sensitivity

It is important to maintain appropriate confidentiality in relation to the work of the University.

Annual declaration of Interests

Governors are expected to observe the seven principles of public life (the Nolan Principles) and make a "Fit and proper" declaration.



Application and Recruitment Process



Covering Letter

To apply for this position, please send a covering letter along with a copy of your CV to clerk@norwichuni.ac.uk.

Within this pack you will find the role description for the post for your consideration, along with the main duties, responsibilities and purpose of the post.

The attributes of prospective Governors sets out the knowledge and competencies required to perform the duties in the role description.

Your covering letter should include information about relevant experience in your career to date, as well as why you are interested in applying for the role.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You will need to submit an up-to-date copy of your CV along with the application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for the role.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures. To help us with this, we ask that you

complete the Equal Opportunities Monitoring section of the application form. Submission of Application Form

Please submit your completed application form to clerk@norwichuni.ac.uk.

Please note that we can only accept application forms in either .PDF or .DOC format.

The vacancy will close when a suitable number of applications has been received, so candidates are encouraged to submit an application early to avoid missing out.

Interview Arrangements

We will be in touch to let you know if you are shortlisted for interview.

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

Should you require any reasonable adjustments to support you in attending an interview, please inform the panel by emailing clerk@norwichuni.ac.uk.

Alternatively, if you wish to discuss any reasonable adjustment with a member of the HR team, please contact staffrecruitment@norwichuni.ac.uk.

Contact Us

If you have any queries regarding any aspect of the recruitment and selection process, please contact us at clerk@norwichuni.ac.uk

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