

Person Specification

Member of the Governing Body, University College, Isle of Man (UCM)

Department of Education, Sport and Culture

Are you passionate about the provision of education and training for young people and the wider community of all learners here in the Isle of Man, ensuring it is both fit for the present and for the future?

The University College, Isle of Man (UCM) is looking for a new Board Member to join its Governing Body which is tasked with setting the mission and the strategic direction of the college and scrutinising its performance. The role of Governor is a volunteer role which provides excellent opportunities to contribute to your community as well as developing and honing your strategic leadership skills.

The Governing Body, also called the UCM Board, consists of up to 11 members, 7 of which are specifically appointed to reflect the make-up of the Island community. The successful candidate will need to be able to establish and nurture professional and collaborative relationships with a number of stakeholders and to be the voice of other stakeholders' especially those of students, and the wider community.

What is the UCM Governing Body?

UCM plays a central role in the delivery of education and training for learners of all ages in the Isle of Man and is seen as a key means of improving the economic and social well-being of its people. To provide this service, in close partnership with public and private sector stakeholders. UCM is primarily funded through annual budgets awarded by the Department of Education, Sport and Culture (DESC), but UCM also has a significant income target which it meets by offering training services to employers and individuals, and from applying for grants from a variety of bodies.

The UCM Governing Body works towards the vision of UCM, supporting the Principal, senior leaders and all staff, acting collectively to create a culture in the best interests of the community. Along with this, it ensures the good conduct of UCM, compliance with Articles and Instruments of Government and departmental policy, promotes high standards and provides constructive challenge to ensure there is the necessary rigour in delivering the priorities and objectives of both UCM and DESC.

Governors are responsible for ensuring the quality of the education provided, and also that it is delivered in a sustainable and adaptable way, working closely with the Principal and Senior Leadership Team to support discussions and decisions relating to the direction and

Working Together for the Isle of Man

management of UCM, scrutinising performance and, when necessary, providing external knowledge and upholding and promoting the required standards of values and behaviour.

The role is strategic first and foremost. As a non-executive Board, it is not expected to be involved in the delivery of the services themselves, which is the responsibility of the Principal, and the staff employed by the DESC.

What does that involve?

The UCM Board meets with the Principal and Senior Leadership Team 5 times per academic year, with additional committee and engagement opportunities. As a member you will:

- discuss the general direction and conduct of the college, approving internal organisation and management of the staff policies created by the Principal and made according to the general directions of DESC;
- work with the Principal to establish and review the curriculum and UCM Strategic Plan and supporting the Principal in maintaining or improving the standards expected;
- receive, consider, advise, and challenge UCM's budget as regards compliance with the approved policies and the UCM Strategic Plan;
- be consulted on the budget comprising estimates of income to be received on account of UCM, excluding lettings, and the expenditure required for the operation of UCM and the implementation of the Strategic Plan, as well as estimates of expenditure required for major future developments at UCM;
- monitor staff levels and Continuous Professional Development opportunities;
- monitor the standards and achievements of students;
- review and discuss student matters and ensure a fostering environment is created and maintained for a positive student experience;
- monitor safeguarding matters ensuring the appropriate processes and support are in place;
- consult with the Principal on matters such as the management of staff and facilities for the teaching of learners with Special Education Needs; the standards of acceptable behaviours at UCM;
- support staff disciplinary and capability matters;
- oversee the fabric of UCM, its maintenance and development, including by undertaking regular visits, and make any recommendations for improvement;
- review student suspensions for periods of more than 10 days in any one term; and approve any modified programme arrangements of more than 4 weeks;
- participate in self-assessment activities, supporting UCM's quality strategy.

Functions & Proceedings

The legal functions and proceedings of the UCM Board, are specified in the [Articles and Instrument of Government](#) accompanied by a Code of Good Governance.

The Board consists of up to 11 members drawn from across the Island as follows:

- Up to 7 members appointed by the Department to reflect the make-up of the Island community;
- 1 DESC Representative;
- 1 University of Chester Representative;
- 1 UCM Staff Representative;
- 1 UCM Student Representative.

The Board is led by a Chair who will be your first source of guidance and advice during your tenure. Their duty is to ensure you receive the appropriate induction and feedback on your contribution, the relevant training and the support you require, and encourage you to make the most of your skills and experience during your time on the Board.

The Chair is supported by a Vice-Chair who would be able to assist you in the absence of the Chair; and is also assisted by a Clerk who will also ensure you are provided with all the information and support, including the training, you require as part of your role.

Finally, the Principal will be your main source of information on the day-to-day business of UCM. They will also provide you with opportunities to engage with staff and students and see UCM in operation, to oversee the performance of UCM and alert you to risks, opportunities and constraints facing UCM.

What will you need to be successful in this role?

<u>Attributes</u>	<u>Essential or Desirable</u>	<u>Method of Assessment</u>
<u>Credibility</u>		
Has held a senior leadership or governance role in a relevant sector	D	CV/Expression of Interest
Communicate in a straightforward, honest, open and engaging way with all staff and stakeholders	E	Expression of Interest/Interview
Give unbiased advice based on robust data and analysis	E	Expression of Interest
Provide advice and support on short term issues and priorities in line with strategic plans	E	Expression of Interest/Interview

Have the ability to see the wider aspect of issues, not only on a local basis but a national basis	E	Expression of Interest/Interview
<u>Capability</u>		
Be rigorous and consistent when monitoring performance recognising the impact their decisions have on staff within that area	E	Expression of Interest
Demonstrated experience of chairing and managing boards, committees or working groups, including the implementation of governance arrangements	D	Expression of Interest/Interview
Recognising and managing any conflicts of interest	E	CV/Expression of Interest
Ability to analyse information, assess evidence and take informed decisions with a view to being able to defend those decisions when challenged	E	Expression of Interest
Excellent organisational and time management skills	E	Interview
IT literacy – an ability to work with emails, a digital diary, video conferencing and across different platforms securely and confidently	E	CV
<u>Character</u>		
Professional and credible	E	Interview
Deals with difficult situations effectively using tact and diplomacy	E	Interview
Ability to work independently and as part of a team to achieve strategic aims	D	CV/Interview
Self-motivated, committed to continuous improvement, and is willing to learn and develop	E	CV/Interview
Ability to handle sensitive policy issues and to maintain confidentiality	E	Interview
<u>Circumstances and Interests</u>		
Demonstrate a genuine interest in the education and development of young people and lifelong learners	E	Interview
Demonstrate a contribution towards the community or previous work with children and young people	D	CV/Expression of Interest
Have experience of working with or representing an	E	CV/Expression of Interest

employment sector or community group which is served by UCM Be flexible and be available to attend meetings or undertake training during the day as well as in the evening	E	CV/Expression of Interest
<u>Other</u> Receive a satisfactory DBS check	E	Checks