



UNIVERSITY OF
LEICESTER

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Chair of Council



We are Citizens of Change





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Welcome from the President and Vice-Chancellor

Diverse in our makeup and united in ambition –
we pursue excellence in knowledge and learning to
transform our community, our world and beyond.
We are Citizens of Change.



PROFESSOR NISHAN CANAGARAJAH
PRESIDENT AND VICE-CHANCELLOR

Dear Applicant

Thank you for your interest in this exciting opportunity to play a leading role in helping to shape the future of this great institution.

I was delighted to launch the University's new Citizens of Change strategy in November 2021. In this, I committed the University to research-inspired education, world-changing research and a focus on our three values that run across the heart of our Strategy: inclusive, inspiring and impactful. These values speak to the kind of university we are – and will be in the future.

We believe that equity, diversity and inclusion are integral to a successful place of work and study. We proudly embrace our diversity with staff and students from over 100 countries working and studying at Leicester, bringing with them an incredible diversity of viewpoints, beliefs, attitudes and approaches which enrich both the University and the city.

We are a growing and ambitious University, with record research grant awards last year, and more students on our campus than at any time in our history. Our University is now placed consistently amongst the top 30 universities in the country. In the Times Higher Education (THE) World University Rankings 2024, Leicester is ranked 26th in the UK.

The University is now an established and prominent member of the international academic community, with worldwide links in teaching and research. Our global partnerships reach every continent and include organisations as diverse as the Smithsonian Institute in the USA, Dalian University of Technology in China, and Apollo Hospitals Group in India. Our international strategy seeks to grow this global footprint year-on-year.

Last year the University was awarded a Gold rating in the national Teaching Excellence Framework (TEF) 2023 which is an important recognition for all members of our University community that we deliver excellent, sector-leading education. Research England published the results of REF2021 and the results show that, since the previous REF in 2014, the University has moved up 23 places to rank 30th overall in the Times Higher Education REF rankings. This represents one of the biggest climbs of any university and is our best ever performance in the REF, an exceptional testament to the quality and impact of our academics' research and the wider research environment.

We are seeking an exceptional candidate for the position of Chair of Council. This vital role holds the honorary title of Pro-Chancellor and is responsible for the leadership of the Council, as the governing body of the University, and ultimately for its effectiveness. Council is the University's supreme governing body, responsible for taking all final decisions on matters of fundamental concern to the University, including our academic mission and financial sustainability. It ensures that our various systems, structures, procedures and rules are fit for purpose, that the University is being managed effectively, and that we meet all our legal obligations.

The role of the Chair of Council is to promote the efficient operation of the Council, ensuring that its members work together effectively and that they, and wider stakeholders, have confidence in the procedures laid down by the University for the proper conduct of its business. It is also responsible for ensuring that the Council establishes oversight, concentrates its attention on those issues which it needs discussed and that the Council conducts its own affairs in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If Leicester sounds like the place for you and you have the skills, experience and desire to make a difference, we look forward to hearing from you.



**PROFESSOR NISHAN CANAGARAJAH
PRESIDENT AND VICE-CHANCELLOR**



We have established a reputation as an open, accessible and friendly university, where people enjoy their work.

Overview of the University of Leicester



The University of Leicester was founded a hundred years ago as a beacon of hope for the future.

The site for the University was donated by a local businessman, Thomas Fielding Johnson, in order to create a living memorial for all local people who made sacrifices during the First World War. This is reflected in the University's motto *Ut vitam habeant* – 'so that they may have life'.

With 21,505 students and 3,800 staff, Leicester is one of the very best British and global universities with an enviable record of research discoveries, a flair for teaching innovation and proven success in broadening access to higher education.

Our research has wide-ranging impacts on society, health, culture and the environment, with 89% of our research classed as world-leading or internationally excellent. Whether it's our pioneering work in space, breakthroughs in the search for alternatives to antibiotics, or life-changing diabetes research, we demonstrate education and knowledge to be a power for good. While proud of our heritage and our achievements so far, Leicester is a university focused on the future. Our spirit of discovery is about imaginative new thinking, and this

approach enables us to seize new opportunities as we pioneer a distinctive and research-intensive institution, open to all who have talent.

As we build for the future, we have made multi-million pound investments in our estate to ensure we have state-of-the-art facilities that are fit for purpose in our new century. During our centenary year, we opened our dedicated home for the School of Business at Brookfield, which also connected us with the original benefactor of the University, Thomas Fielding Johnson, who lived there. We also celebrated the opening of the refurbished and extended Percy Gee Building, home to the Students' Union, and we recently had the official opening of our new £150m Freeman's development – a vibrant new neighbourhood for students to live, study and socialise.

We play a vital part in the UK's most multicultural city as a major employer, and as an investor and supporter of music, art, sport and culture. There are more than 180,000 graduates from the University today, many of whom choose to stay in the city and region long after they graduate. We work closely with local schools and colleges in all aspects of education including teacher training. We are committed to creating access for anyone with the talent and determination to succeed in their studies, regardless of background. We are similarly committed to helping our city meet its environmental, social and educational ambitions.

12,912
undergraduate
students



£300 million
research portfolio (live grants)
from over 250 funders



8,593
postgraduate
students



3,800
staff



32%
international
students



£340 million
turnover



2023 Statistics



The role

Job title:

Chair of Council

Salary:

Unremunerated

Time Commitment:

One day per week averaged over the year with the majority of work being completed during University term-time.

Period of office:

An initial period of three years with the possibility of further 3 year extensions to a maximum of 9 years in total.

Reference:

10169

General overview

- The Chair of Council holds the honorary title of Pro-Chancellor and is responsible for the leadership of the Council, as the governing body of the University, and ultimately for its effectiveness. The Chair promotes the efficient operation of the Council, ensuring that its members work together effectively and that they – and wider stakeholders – have confidence in the procedures laid down by the University for the proper conduct of public business.
- The Chair is responsible for ensuring that the Council establishes oversight, concentrates its attention on those issues which it needs to discuss, and discharges its primary responsibilities set out in the statement on page 12 in a business-like way. S/he must ensure that committees and individuals to which responsibility has been delegated in the interests of securing efficient decision-making processes play a transparent role in the proper conduct of the Council's business, and report back appropriately on their discharge of any such delegated responsibilities.
- The Chair is also responsible for ensuring that the Council conducts its own affairs in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Relationship to senior management

- Through leadership of the Council, the Chair plays a central role in the business of the institution, but without becoming engaged in the day-to-day management of the University. In particular, the Chair exerts a major influence on the tenor of debate about the University's long term strategic development and sustainability.
- For Council to operate effectively there must be a constructive and challenging working relationship between the Chair and the President and Vice-Chancellor, as executive head of the institution, with both parties recognising that their roles are formally and necessarily distinct. The relationship should be mutually supportive, whilst incorporating the checks and balances imposed by the different roles.
- Good practice requires the Chair of Council, the President and Vice-Chancellor, and the Registrar and Secretary to work closely together within the legal framework provided by the University's Charter, Statutes, Ordinances, and the terms and conditions of funding laid down by the Office for Students.
- The Chair plays a formal and informal role in processes for the recruitment of senior University staff, and is responsible to Council for reviewing the performance of the President and Vice-Chancellor on a regular basis and for making recommendations to the Remuneration Committee accordingly. The Chair also reviews the contribution of individual members of Council.

Key elements of the role

The role of the Chair of Council is broadly based and is likely to include many of the following commitments:

- Chairing meetings of Council (five Ordinary meetings and one away day per year), ensuring that proceedings are conducted efficiently and as openly as possible, and that Council exercises collective responsibility for its decisions;
- Chairing meetings of the Nominations Committee (four per year), and working closely with the Committee and University officers to ensure an orderly process for the recruitment and appointment of lay members of Council, and to achieve an appropriate balance of skills, gender and diversity;
- Chairing meetings of the Remuneration Committee (four per year), and to conduct the annual appraisal of

the President and Vice-Chancellor on behalf of the Committee;

- Attending meetings of the Finance Committee (six per year);
- Attending the Annual Meeting of the University Court, including chairing the meeting in the absence or non-availability of the Chancellor;
- Attending some of the University's graduation ceremonies in January and July (twelve ceremonies spread over six days), and other University events as may be organized from time to time;
- Playing a prominent role in the life and development of the University, without being drawn into its executive management, and to foster a constructive, challenging and mutually supportive working relationship with the President and Vice-Chancellor;
- Participating in the recruitment and selection process for appointments to key University posts, including that of the President and Vice-Chancellor;
- Acting as an ambassador for the University, by supporting and promoting its activities in the wider community and assisting with fundraising projects;
- Representing the University on the Committee of University Chairs (CUC) and at any external meetings requiring the attendance of the Chair of the Governing Body;
- Maintaining a positive and supportive relationship with the President and Officers of the Students' Union, and ensuring that there are appropriate opportunities for the 'student voice' to be conveyed clearly to the Council;
- Ensuring that all new members of the Council are fully briefed on the terms of their appointment and their responsibilities for the proper governance of the University;
- Reviewing the contribution of individual members of Council and ensuring that opportunities for further development are provided regularly in accordance with identified individual needs, and that appropriate financial provision is made for support;
- Undertaking any such duties of the Chair of Council as specified in the Statutes, Ordinances or Standing Orders, acting at all times in accordance with any delegated power or authority granted by the Council.

Time commitment of the Chair

- The nature of the role of Chair of Council requires a commitment of time for the discharge of formal duties combined with the time for provision of informal support and contact, both of which are fundamental to a proper discharge of the responsibilities of the position and require regular attendance on campus. The list in key elements of the role is intended to provide a fair representation of the full range of formal engagements and the frequency of the principal meetings, but there is **some scope for the actual list of expected duties to be discussed and agreed as part of the appointment process, in the light of individual circumstances.**
- The overall time commitment required for the effective discharge of the above duties, averaged over the year, is such that the post holder can expect to spend in the region of the equivalent of one full day per week at the University, with the bulk of the workload taking place during university term-time.

Personal skills and attributes

The Chair will display the following key attributes:

- An ability to monitor and evaluate the work of the University through constructive criticism, whilst observing the boundaries between governance and operational management;

- A high degree of personal credibility, gravitas and integrity;
- An excellent communicator with appropriate skills of networking, negotiation and advocacy;
- Sound and sensible judgement;
- Ability to deal with differences of opinion in a constructive, diplomatic and sensitive manner;
- Ability to establish good working relationships with a diverse range of people – staff, students, other lay members of Council and its committees;
- An awareness of the political, economic and social dynamics of Leicester and the east midlands;
- Sympathy with and commitment to the values, aims and culture of the University of Leicester.

Knowledge and experience

The Chair will possess the following background knowledge and experience:

- A proven track record of effective senior leadership at board level in a large, diverse and complex organisation;
- Professional experience of relevant factors in the successful operation of large organisations;



- Experience of chairing meetings and bringing discussions to a satisfactory conclusion;
- An awareness of the demands of the modern regulatory environment and expectations, so that the need for legitimate scrutiny and accountability is respected and discharged effectively by Council and its committees.

Previous experience of management/governance in higher education is **not** essential.

Delegated authority

- As prescribed in the Standing Orders, the Chair of Council, in consultation with the Treasurer, the President and Vice-Chancellor and the Registrar and Secretary (or their designated deputies), has the delegated authority to act on behalf of Council between meetings of the Council. Any such actions are then reported to the next Ordinary Meeting of the Council. The Chair of Council is authorised to take such actions only where it would be inappropriate to wait for the matter requiring consideration to be brought to a scheduled meeting of the Council. Before reaching a decision on any such matter the Chair of Council and the other persons must first consider whether the matter is of such significance that a Special Meeting of Council should be called.

Declaration of interests

- It is central to the proper conduct of public business that the Chair should act and be perceived by others to act impartially, and not be influenced in the role as Chair of the Council by external social or business interests or relationships. Along with all other members of the Council (including those who are staff members of the University), the Chair must submit details of any outside interests to the Governance Office so that they may be included in the Register of Interests.

Remuneration

- Appointments to Council are in the nature of public service appointments and no remuneration is made.

Expenses

- Lay members of Council, including the Chair, are eligible to claim reimbursement of travelling expenses for attendance at meetings of Council and any University committee or other body to which they are appointed, with the exception of Court.

- In addition to the above, travelling expenses will also be reimbursed in respect of any necessary duties arising from membership of Council or other University bodies. This would include, for example, fact-finding visits to another institution, participation in induction and development events, and attendance at briefing meetings with University officers. All claims are dealt with on the same terms and conditions as apply to University staff.

Support for the Chair

- Day-to-day practical support for the Chair is provided by the Governance Office, where staff work closely and meet regularly with the Chair to ensure the smooth conduct of Council business and that of its key committees. Dedicated administrative/secretarial support is provided, including diary and correspondence management, and there are private meeting room facilities when required. The Registrar and Secretary is the formal Secretary to the governing body and has overall responsibility for the provision of support and advice to Council and its Chair, with 1:1 meetings arranged regularly throughout the year.

Method of appointment

The Chair of Council will be appointed by the Council on the recommendation of a Selection Panel comprised of:

- Four lay members of Council (one of whom will chair the Panel)
- The Deputy Vice-Chancellor
- One Senate member of Council
- The President of the Students' Union

Subject to the constraints of the recruitment process timescale, and at the final discretion of its Chair, the Panel may choose to augment its membership through the appointment of one co-opted independent lay person.

Start date for appointment

- The new Chair appointment will commence no later than 1 August 2025.

The Chair's period of office

- The Chair will be appointed for a period of three years in the first instance. The appointment may be renewed thereafter for further periods of three years, but the Chair will not normally be appointed

for a continuous period of more than nine years in total, excluding any period served as a lay member of Council prior to commencing in the position of Chair. Annual appraisal of the Chair's performance is undertaken by the University Treasurer as the senior independent lay member of Council.

Statement of primary responsibilities

The primary responsibilities of the Council are as follows:

- To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
- To delegate authority to the President and Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution, and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the President and Vice-Chancellor.
- To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, safeguards against fraud, and procedures for handling internal grievances and for managing conflicts of interest.
- To ensure processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
- To establish processes to monitor and evaluate the performance and effectiveness of Council itself.
- To conduct its business in accordance with the CUC Higher Education Code of Governance, the CUC Higher Education Senior Staff Remuneration Code, and with the principles of public life drawn up by the Committee on Standards in Public Life.
- To safeguard the good name and values of the University.
- To appoint the President and Vice-Chancellor, on the recommendation of a joint Committee of Council and Senate, and to put in place suitable arrangements for monitoring his/her performance.
- To appoint the Registrar and Chief Operating Officer, on the recommendation of a joint Committee of Council and Senate, who will be Secretary to the Council. The Council will ensure that appropriate arrangements are in place to maintain a separation of the Registrar and Chief Operating Officer's functions as Head of the University's Corporate Services, with direct accountability to the President and Vice-Chancellor, and as Secretary to the Council, with direct accountability to the Chair of Council and Council members.
- To be the employing authority for all staff in the University and to be responsible for establishing a human resources strategy.
- To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.
- To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.
- To make such provision as it thinks fit for the general welfare of students, in consultation with Senate.
- To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
- To ensure that the University's Charter, Statutes and Ordinances are followed at all times and that appropriate advice is available to enable this to happen.

Criminal declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.



University values

Inclusive – We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring – We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful – As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and diversity at Leicester

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high-quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

How to apply

Applications should consist of a full curriculum vitae detailing relevant qualifications and experience, full employment history and achievements. During the application process, you will be asked to summarise why you are interested in the position and what skills and experience you will bring to the role at Leicester.

Applications can be made through our recruitment system Eploy. Please click on the below link to apply:

<https://jobs.le.ac.uk/vacancies/10169/chair-of-council.html>

The deadline for applications is midnight on 31 July 2024.

Interviews will take place on Friday 6 September 2024.



About Leicester

Leicester, Leicestershire and Rutland are rich in culture, heritage, and leisure activities, from our vibrant multicultural city, to the beautiful market towns and rural villages.

Often described as the heart of rural England, the area features beautiful country villages, the National Forest, great rivers and castles, and a cosmopolitan city centre, making it an exciting and diverse place to live and work.

Leicester is one of the UK's ten largest cities and represents the largest economy in the East Midlands region. It has a bustling and diverse atmosphere and recent regeneration (to the tune of £3 billion) has made this cosmopolitan city even more exciting. Leicester is home to the state-of-the-art Curve theatre, as well as large and multicultural festivals. It is famous for its diversity and offers an amazing chance to dive into many different cultural

celebrations. Leicester celebrates Diwali (the Festival of Light) with spectacular lights, stunning street parades and dazzling fireworks. This is attended by 35,000 people and is the largest celebration of the festival outside of India. The city also hosts an annual Pride Parade (Leicester Pride), a Caribbean Carnival, and the largest comedy festival in the UK.

The University, working in close partnership with the city, has been the inspiration behind two of Leicester's most famous tourist attractions. The award-winning National Space Centre – the UK's largest attraction dedicated to space exploration – and the King Richard III Visitor Centre which retells the dramatic story of the University's discovery of England's most infamous King. Leicester is well-known as a sporting capital – hosting the country's best-supported rugby team the Leicester Tigers as well as Leicester City Football Club and Leicestershire County Cricket Club.

The city benefits from a large number of public parks including Abbey Park and also Victoria Park which is adjacent to the University. Leicester is steeped in history, dating back to the original Iron Age settlement which was to become an important Roman trading centre with a commanding position on one of Britain's



Leicester represents the largest economy in the East Midlands region.

most important routes – the Fosse Way. The growth of manufacturing industry reached its peak in the great hosiery, textiles and footwear enterprises of the 20th century.

On Leicester’s doorstep is the National Forest, offering cycling, riding and walkways, adventure activities and some of the most impressive landscapes in the region, including Charnwood Forest and Swithland Reservoir. To the east is Rutland Water, one of the largest man-made reservoirs in Europe, which supports a wide range of water sports. Leicester and the surrounding region offer a wide choice of property to buy or rent. In the city itself, there is a diverse mix of housing and apartments. Both new and older properties, including substantial homes, can be found in leafy parts of Leicester within easy reach of the University. Alternatively, there is property available in the attractive villages and market towns in Leicestershire and Rutland such as Market Harborough and Oakham. House prices are markedly less than those in London.





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