

## Role Specification – Co-opted Members

### Purpose of the Role

- To support the work of the Board of Governors through membership of a divisional board or group committee
- To provide expert knowledge relating to the operation of the relevant divisional board or group committee
- To guide the strategic oversight of the divisional board or group committee and act as 'wise counsel' when required

### Duties

- To attend meetings of the divisional board or group committee appointed to
- To give expert advice to guide the work of the above
- To ensure, with other members (both governors and co-optees) that the work of the divisional board or group committee is undertaken efficiently and effectively
- To be accountable to the Statutory Corporation (The Board) for the work undertaken

### Key accountabilities

- The learners and customers of all the relevant area of group provision for quality of experience and outcome
- The communities served by the diverse operations of the group
- The Statutory Corporation for the oversight of its business

### Eligibility

- Co-opted consultants are required to make an annual declaration of eligibility and of interests. This is held by the Company secretary and may be made available, to members of the public
- Although not a statutory requirement, co-opted consultants are required to agree to DBS checks prior to appointment

## Co-opted consultant person specification

### Core elements

- Co-opted consultants will be experts or high profile individuals in their chosen field.
- Demonstrate an in-depth knowledge of their area of expertise
- Demonstrate ability to influence policy via access to professional networks and decision making institutions
- An active interest in further and higher education; learning in the justice sector and learning as a commercial activity
- Commitment to lifelong learning and the role of the college as a major provider of education and training;
- Commitment to promoting equality and diversity;
- Commitment to quality and raising standards;
- Willingness to promote the College within the communities it serves;
- Ability to work positively with others and to contribute as a member of a team;
- An understanding of policy and strategy and how these can be monitored and implemented;
- Ability to make reasoned decisions and to act honestly, diligently and in good faith;
- Ability to contribute to establishing performance targets and the monitoring of performance against these;
- Commitment to attend Board Meetings, Committees, Governors' Workshops and external events.

### Generic Skills

- Strategic awareness;
- Financial awareness;
- Sharing best practice;
- Vision and commitment;
- Ability to share and work to common values;
- Critical listening and appraisal skills;
- Ability to ask probing questions;
- Ability to challenge appropriately;
- Analytical and problem solving abilities;
- Integrity to act without self-interest;
- Ability to work within a framework of collective decision-making in the best interests of the Board and College;
- Awareness of standards in public life, public accountability and a determination to abide by them;
- Communication skills and the ability to influence.