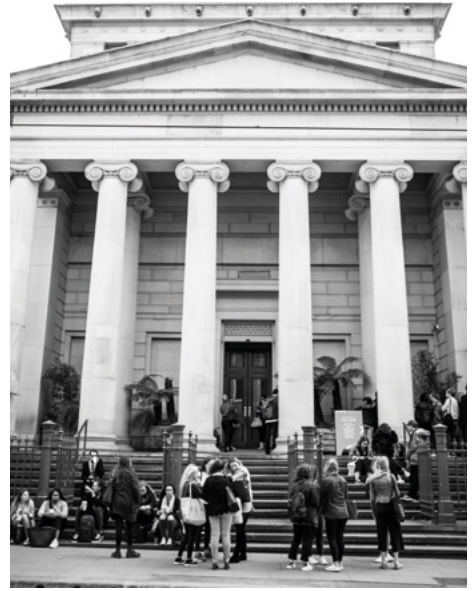


INDEPENDENT MEMBERS OF THE BOARD OF GOVERNORS







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“ If you are inspired by knowledge and would welcome the opportunity to play a major role in one of the UK’s largest and most ambitious universities, I would be delighted to hear from you. ”



WELCOME FROM THE VICE-CHANCELLOR

Manchester Metropolitan University is one of the UK's most exciting, inspiring, ambitious and welcoming higher education institutions. We are always looking for passionate and committed individuals to join our Board of Governors in order to make a real difference to the lives of students, staff and partners, the success of businesses, and the strength of communities here in Manchester and the North West, across the UK and overseas.

Manchester Metropolitan University can trace its roots back to the early days of the industrial revolution, where it played a vital role in providing the skills and innovation that people and businesses needed to thrive. Now, as we embark on the fourth industrial revolution, society has progressed, but our mission remains the same: to educate all those with the ambition and potential to succeed while working with business to drive growth and productivity. Our purpose can be defined by a single word: impact. We have impact in shaping our world, strengthening the economy, and creating a fairer, more cohesive and enlightened society.

To achieve our goals, we depend on dedicated colleagues: academics who excel in their respective disciplines and professional support staff who ensure that we operate efficiently and effectively. Crucially, our success is enabled and augmented by committed Board members who serve on our governing body. The University's Board of Governors is the senior body within the University and has overall responsibility for governance, strategy, financial oversight, quality and standards, as well as reputation and profile.

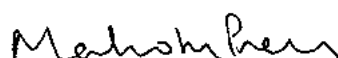
The Board works closely with the senior executive team to create and deliver the vision that we have crafted together. As one of the largest and most popular Universities in the country, at the heart of a vibrant and aspirational city region, we believe that we are well positioned for success. Our University is financially robust, academically ambitious and highly regarded by key stakeholders.

The Board comprises a mix of independent governors with vast experience of sectors outside higher education, as well as staff and students of the University. Our most recent externally-led review was highly positive and confident about our governance and leadership, at a time when scrutiny, transparency and accountability are paramount.

We are immensely proud that our Board members are highly regarded individuals who believe passionately in the importance of higher education and the role that universities play in making the world a better place.

If you are inspired by the creation, dissemination and transfer of knowledge, if you would love to play an important role in leading one of Manchester's anchor institutions, and if you would be able to commit approximately 8 to 15 days per annum to join our passionate, ambitious and collegial Board, I would be delighted to hear from you.

Discover more about us at mmu.ac.uk/about



Professor Malcolm Press
Vice-Chancellor
Manchester Metropolitan University

UNIVERSITY GOVERNANCE

Our approach to corporate governance

The University is committed to exhibiting best practice in all aspects of corporate governance. It aims to conduct its business in a responsible and transparent way, and in accordance with:

- The University's governing documents, the Instrument and Articles of Government.
- The principles identified by the Committee on Standards in Public Life, the Nolan Principles, (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- The requirements of the Higher Education regulator, the Office for Students (OfS).
- Charity Commission Guidance.
- The Committee of University Chairs (CUC) Higher Education Code of Governance and other relevant Guidance.

The Board of Governors

The Board of Governors is the governing body of the University and therefore has ultimate responsibility for the University's overall strategic direction. The Board's responsibilities include determining the educational character and mission of the University, approving annual estimates of income and expenditure, ensuring the solvency of the University, safeguarding the University's assets, appointing the Vice-Chancellor, Clerk and external auditors and for putting in place effective systems of control and accountability.

Composition and membership

The Board includes senior executives and regional figures and members of the staff and student bodies. The Instrument of Government, which is one of the University's governing documents, sets out the requirements for the composition of the Board. Half of the Governors are required to be independent members who have experience in industry, commerce, the professions or employment matters. The composition of the Board is as follows:

- Independent Members: 13
- Academic Board Nominee: 1
- Student Nominees: 2
- Co-opted Members: 7
- Vice-Chancellor: 1

The Chair and Deputy Chair are elected by the Board at the last meeting in the financial year, for a period of three years. Governors, other than the Vice-Chancellor, are appointed for a three-year term and may serve for up to three terms.

The Board of Governors usually has four Board meetings per year, held on Friday mornings, 10:00am - 1:00pm, in Manchester and a two-day Strategy Meeting, normally in October, to consider long-term planning with the Executive Team.

Formal Board meetings are supplemented by informal briefing sessions on relevant issues and attendance at key university events including graduation ceremonies.

For biographical information about Governors and more details about the Board visit:

mmu.ac.uk/about-us/our-people/board-of-governors

Committees

The Board has a number of Committees to help it to discharge its business effectively.

- Audit & Risk Committee
- Finance and Resources Committee
- People, Finance and Resources Committee
- Nominations and Governance Committee
- Remuneration Committee

These Committees meet regularly and have clearly defined, delegated responsibilities. All of the Board's Committees regularly report to the Board, making decisions and recommendations as appropriate. Each of the Committees meets on average 3 times per year. Governors are usually invited to join one of the Board's Committees.

Further information about the Committees is available at the following link:

mmu.ac.uk/about-us/our-people/board-of-governors/governance



ROLE PROFILE

Independent Members of the Board of Governors

This is an opportunity to play an important role within a large, successful University that is proud of its achievements and looks with confidence to the challenges that lie ahead in the rapidly changing higher education environment.

Candidates should have an affinity with the value of education in transforming lives and a commitment to widening access and equality of opportunity. We are looking for individuals with good communication skills; the ability to think strategically and to make reasoned judgements; and experience in one or more of the following areas may also be helpful: strategy; audit; finance; business, innovation and skills; people, organisational development and diversity; research and development; performance and change management; estates and facilities; digital systems and infrastructure; sustainability; internationalisation; or regulation and statutory responsibilities.

We aspire to ensure that our Board is fully representative of the diverse communities we serve. Applications from women, and from Black, Asian and Minority Ethnic (BAME) candidates would be particularly welcome as members of these groups are under-represented amongst our Independent Governor membership. All appointments will be based on merit.

Appointments are unpaid and are usually made for a three-year, renewable, term of office.

Role description for members of the University's Governing Body

1. Membership

- a) Members are expected to play an appropriate part in ensuring that the necessary business of the Governing Body is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of public business. They are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Governing Body as opportunity arises.
- b) Members have a responsibility for ensuring that the Governing Body acts in accordance with legal and regulatory requirements and the University's Constitutional Provisions and should seek advice from the Clerk to the Board in any case of uncertainty.
- c) Members are required to accept collective responsibility for the decisions reached by the Governing Body. Members elected, nominated or appointed by particular

constituencies may not act as if delegated by the group they represent, and may not be bound in any way by mandates given to them by others.

2. Standards

- a) Members have a responsibility for ensuring that the Governing Body conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They must, at all times, conduct themselves as members of the Governing Body in accordance with these standards. In addition, members should also adhere to the 'fit and proper' principle as described in the Office for Students Regulatory Framework for Higher Education in England.
- b) Members must make a full and timely disclosure of personal interests to the Clerk to the Board in accordance with the procedures approved by the Governing Body. They must, as soon as practicable, disclose any interest which they have in any matter under discussion and accept the ruling of the Chair in relation to the management of that situation, in order that the integrity of the business of the Governing Body and its Committees may be seen to be maintained.
- c) Since the University is a Charity, members have a responsibility for ensuring that the Governing Body: exercises efficient and effective use of the resources of the University for the furtherance of its charitable purposes; maintains its long-term financial viability and safeguards its assets; and ensures that proper mechanisms exist to ensure financial control and the prevention of fraud.

3. The business of the University

- a) Members have a responsibility for ensuring that the Governing Body exercises control over the strategic direction of the University, through an effective planning process, and that the performance of the University is adequately assessed against the strategic objectives which the Governing Body has approved.
- b) Members should endeavour to establish constructive and supportive but challenging working relationships with the University employees with whom they come into contact, but must recognise the proper separation between governance and executive management, and avoid involvement in the day-to-day executive management of the University.

- c) Members will usually be appointed by the Governing Body to at least one Committee of the Governing Body and are expected to play a full part in the business of all Committees to which they are appointed.

4. The external role

- a) Members may be asked to represent the Governing Body and the University externally, and will be fully briefed by the University to enable them to carry out this role effectively.
- b) Members may be asked to use personal influence and networking skills on behalf of the University (the 'door-opening' role).
- c) Members may be asked to play a role in liaising between key stakeholders and the University, or in fundraising. They will be fully briefed by the University to enable them to carry out this role effectively. However, this role in particular must be exercised in a carefully co-ordinated fashion with other senior officers and staff of the University

5. Personal

- a) Members will have a strong personal commitment to higher education and the values, aims and objectives of the University.
- b) Members will, at all times, act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) Members are expected to attend all meetings of the Governing Body and of Committees of which they are a member, or give timely apologies if absence is unavoidable.

Personal qualities of Governors

- Integrity, sound judgement and an inquiring mind.
- The ability to support and challenge constructively and work effectively with other Governors and the Executive.
- An understanding of, and willingness to adhere to the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A strategic and forward-thinking approach.

The University is regulated by the Office for Students (OfS) and, as part of the OfS regulatory requirements, members of governing bodies must be fit and proper persons. A fit and proper person:

- is of good character.
- has the qualifications, competence, skills and experience that are necessary for their role.
- is able by reason of their health, after reasonable adjustments are made, to properly perform the tasks of the office or position for which they are appointed.
- has not been responsible for, been privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether unlawful or not) in their employment or in the conduct of any entity with which they are or have been associated.

Person specification

- Strong commitment to the value of education.
- The ability to think strategically, to make reasoned judgements, to challenge constructively at Board level and offer sound and wise advice.
- Experience in one or more of the following areas: strategy; audit; finance; business, innovation and skills; people, organisational development and diversity; research and development; performance and change management; estates and facilities; digital systems and infrastructure; sustainability; internationalisation; or regulation and statutory responsibilities.
- Good communication skills.
- Ability and willingness to promote the University in the wider community.
- Availability to prepare for and attend Board meetings, usually four per year plus a two-day Strategy Meeting.
- Demonstrable commitment to equality, diversity and inclusion.

Support for Governors

The University values its Governors and recognises the contribution they make to University life and the institution's ongoing success. All Governors are provided with support to help them to carry out their duties as effectively as possible. This includes induction and developmental support, including access to relevant training events, conferences and other useful resources and events.

Time commitment

The time commitment involved will vary, but it is estimated to be approximately 8 – 15 days per year to attend and prepare for meetings and attend University events.

Remuneration

Although Governors are not remunerated for undertaking their duties, the University will pay reasonable expenses incurred whilst on University business.

Equal opportunities

Manchester Metropolitan University is committed to supporting the rights, responsibilities, dignity, health and wellbeing of staff and students through our commitment to equality, diversity and inclusion.

We promote applications from all sections of the community, irrespective of background, belief or identity, recognising the benefits that a diverse organisation can bring.

We particularly encourage applications from women and Black, Asian and Minority Ethnic (BAME) candidates, who we recognise are underrepresented in this area.

We recognise the benefits and importance of an environment that supports flexible working and are open to conversations about this throughout the application process.

HOW TO APPLY

Board vacancies are advertised as they occur. We are also interested in receiving expressions of interest at any time. This should include a short covering letter explaining why you would like to join Manchester Metropolitan University's Board of Governors, what you would bring to the role and how you meet the criteria listed in the person specification, together with your curriculum vitae (CV) detailing your education and professional qualifications, employment history and details of any relevant experience.

Expressions of interest should be sent by email to: [**govandsec@mmu.ac.uk**](mailto:govandsec@mmu.ac.uk)

Informal enquiries can be directed to the Head of Governance and Secretariat at [**govandsec@mmu.ac.uk**](mailto:govandsec@mmu.ac.uk)

Data Protection Statement

Throughout this Statement, "University", "we", "our" and "us" refer to the Manchester Metropolitan University, an exempt charity under Schedule 2 to the Charities Act 1993.

This Statement provides information that is in addition to information contained in the University's Staff Privacy Policy (available at [**mmu.ac.uk/data-protection/privacy-notices/staff**](http://mmu.ac.uk/data-protection/privacy-notices/staff)).

In particular, should you wish to exercise any of your rights, to find out how long we will keep your personal data for (if this is not specified below) or anything not contained in this notice, please refer to the Privacy Policy.

As part of the application process, you will be asked to submit basic information about yourself, your work history, qualifications and right to work in the United Kingdom. The Manchester Metropolitan University ('the University') is the data controller for this information. The University will use the information:

– To determine your application for the advertised role. If you are selected for this role, the University will use your information to process any relevant and additional information including any criminal record details, which are processed to prevent unlawful acts, and to protect the public against dishonesty, malpractice and improper conduct;

– To allow the University to monitor compliance with statutory equalities obligations. For that purpose, you may be asked to complete an optional equality monitoring form. We process this special category data for reasons of substantial public interest;

– To investigate any complaint or matter you raise, we will review the information you have provided in order to best respond to you and where required, we may share your information with our insurers and external legal advisors if required, in order to protect our legitimate interests;

– To send information to you, where you have requested or consented that we communicate with you, in relation to this or other relevant job applications; and

– To protect yours and/or another individual's vital interests, where there is a serious concern. We will only use your personal data in this manner in exceptional circumstances and we may then be required to share your personal data with relevant authorities.

In considering your application, the University may also conduct due diligence through publicly available sources of information such as Companies House. This information will be retained in line with your application, as set out in the University's Privacy Policy

Data retention

The University will retain the personal data from the application you submit for 18 months. This can be removed earlier if requested.

Contacting us

Contact details for the University's Data Protection Officer can be found in the main staff privacy notice ([**mmu.ac.uk/data-protection/privacy-notices/staff**](http://mmu.ac.uk/data-protection/privacy-notices/staff)), along with details on how to exercise any of your data subject rights. You can also find out how to lodge a complaint with the Information Commissioner's Office.

Acknowledgment

By submitting your application (including any personal information) via email, you acknowledge that you have read and understood the above statement.



Manchester Metropolitan University

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