

Queen's University Belfast

Pro-Chancellor: Job Description and Specification

1. Principal Role

The nature, scope and practical aspects of the role of Pro-Chancellor are defined primarily by the University's role description for members of Senate. In addition, a Pro-Chancellor may be required to deputise for the Chair and/or, in the event of the inability of the Chair of Senate, or through illness or any other cause to perform their functions, be required to perform all the functions of the Chair of Senate for a period of time.

A Pro-Chancellor will be called upon to provide a sounding board for the Chair, to act as an intermediary with other members of Senate as may be required, and to potentially play a role in supporting and advising the Chair should there be significant differences of view within the governing body. Furthermore, a Pro-Chancellor shall be Chair of both the Planning, Finance and Resources Committee and the Remuneration Committee.

They do not become involved in day-to-day executive management of the University, but a Pro-Chancellor works particularly closely with the Vice-Chancellor; the Chair of Senate / other Pro-Chancellors; the Honorary Treasurer; the Registrar; and other members of Senate.

In addition, a Pro-Chancellor will be required to:

- (i) Act as an ambassador for the University, promoting its activities in the wider community and be invited to represent the University at a range of events, both internal and external.
- (ii) Undertake duties as specified by the University Statutes and Regulations.
- (iii) Attend training and induction as required in carrying out the role of Pro-Chancellor and as a Member of Senate.
- (iv) Attend selected University Graduation ceremonies at which they may be required to deputise for the Chancellor in presiding over the conferment of degree awards.

2. Period of Office

Statute III of the University provides for the Pro-Chancellors to be appointed by Senate. Pro-Chancellors, lay members of Senate, hold office for four years and are eligible for re-appointment, by Senate, for one further period of four years. This role will run concurrent to the terms of the present Chair of Senate.

3. Person Specification

- (i) Empathy with the University and interest in / knowledge of higher education in a local, national and international context.

- (ii) Willingness to commit time and effort to the University in terms of both attendance at scheduled meetings/ceremonial events and, on occasions, at more informal events.
- (iii) Significant experience in the areas of financial management, capital development management, audit and compliance in order to Chair the Planning, Finance and Resources Committee and the Remuneration Committee and to navigate the complex issues which are presented.
- (iv) Established figure within the regional community and viewed as someone of significant standing.
- (v) Extensive network of contacts from which the University could benefit.
- (vi) Experienced chairperson with the ability to exercise fair but firm control throughout meetings and to obtain consensus.
- (vii) Outgoing personality capable of mixing with any individual or group irrespective of their status.
- (viii) Successful track record at a senior level in the private / public / third sector.
- (ix) Strong leadership qualities with the ability to command respect from others.
- (x) Significant experience in a senior non-executive role.
- (xi) Sound understanding of corporate governance and relevant legislation, particularly in relation to its application in the charity sector.
- (xii) Clear/concise communicator with the ability to speak authoritatively on behalf of the University, particularly with key stakeholders and, on occasion, the media.
- (xiii) Capable of providing sound advice to the Governing Body and to the Vice-Chancellor.

4. Essential Criteria

- At least 5 years' Board / Senior level experience, within the last 10 years, in the management and governance of a public, private or community/voluntary/third sector organisation in a Non-Executive role.
- A least 5 years' relevant specialist experience, within the last 10 years, particularly in the areas of; financial management; capital development management; accounting/audit; as well as other areas such as higher education, human resources; law; public relations; public policy; information technology; digital transformation; management; science and engineering; health; communications; and civic responsibilities.

5. Desirable Criteria

The Committee also reserves the right to apply the following desirable criteria, where appropriate:

- Knowledge/experience of issues facing the Higher Education sector.
- Evidence of strategic vision / policy formulation
- Good interpersonal/communication skills.

6. Time Commitment

This is estimated to average 1.5 full time equivalent days per month, including both daytime and evening engagements.

7. Reimbursement of Expenses

This position does not attract remuneration, but expenses incurred, in respect of any activities carried out on behalf of the University, will be reimbursed.

8. Method of Appointment

By Senate, on the recommendation of a Special Committee established for this purpose and overseen by the Governance and Nominations Committee.

9. Declaration of Interests

All persons appointed as Pro-Chancellors shall be required, before any appointment is made, to disclose any information that may be of relevance to their position as Pro-Chancellor, if appointed. This shall include any interest, financial or otherwise, that is likely or could be perceived as likely to interfere with the individual independent judgement. Such information shall be made known to the Special Committee at the time of the appointment.

10. Good Standing

All applicants must be able to demonstrate that they are in good standing at the time of their appointment and for the duration of their term on Senate.

11. Induction

All appointees receive an induction which is tailored to their individual requirements to ensure that the individual appointed has a good understanding of the University's strategy, values, aims and objectives.

12. Reserve List

A reserve list for lay members of Senate will be created through this recruitment process, in order to potentially fill any vacancies on Senate or its sub-committees for a period of 12 months.