

Candidate Information Pack

About the organisation

Rationale for the new organisation

The rationale for a merger between the Equality Challenge Unit (ECU), the Higher Education Academy (HEA) and the Leadership Foundation for Higher Education (LFHE) was outlined by the Report of the Review Group on UK Higher Education Sector Agencies published on 31 January 2017, known as the Bell Review.

The merger of the three agencies to form a new organisation which will be named Advance HE is focused “on the longer-term strategic benefit to institutions, by bringing together the core activities of these agencies”. The benefits envisaged in the Report included consolidating the existing overlaps in the operations of the three agencies.

The areas of learning and teaching, leadership, governance and management and equality and diversity (E&D) are individually distinct but strategically interrelated areas. Advance HE aims to enable a synergistic alignment of these areas that will expand and change over time in response to the needs of its partners in the sector.

Purpose and Functions

Advance HE will assist providers in implementing their strategy through their people through the following purposes:

Purpose I: Strategic advice, guidance and support on matters relating to equality and diversity.

Purpose II: Expert support for the continuous improvement of the delivery and impact of teaching and learning in higher education.

Purpose III: The development of programmes and specialist guidance/insight relating to the leadership, management and governance of higher education providers.

Several functions will form the core of the new organisation:

- a) The provision of charters/kitemarks, schemes/programmes and data analysis supporting ‘Purpose I’ of the new organisation.
- b) The accreditation of HE providers’ approaches to the professional development of their staff engaged in, and support of, the teaching and learning of students, referenced to the UK Professional Standards Framework.
- c) The maintenance and promotion of the UK Professional Standards Framework as a sector-owned resource.
- d) Celebrating successful practice and achievement in relation to the purposes of the agency through awards and fellowships for those involved in higher education.

- e) The provision of high quality leadership and training programmes/seminars for managers and governors of HE providers, including students involved in governance and engagement.
- f) Engagement with HE governors, senior leaders and the regulators/funders of higher education providers to produce evidence-based guidance in support of board and organisational effectiveness.
- g) The maintenance and promotion of a professional recognition scheme for staff engaged in the teaching and learning of students.
- h) The provision and analysis of surveys relating to the purposes of the agency.

Governance

Advance HE will be a company limited by guarantee and will be a registered charity in England and Wales and in Scotland. Advance HE will have two members: Universities UK (UUK) and GuildHE.

The Board will comprise of 13 Directors, five of which are appointed by UUK and one by GuildHE. The remaining seven are appointed by the Board through the Governance and Nominations Committee. The Board will meet four times a year usually in London.

The Board has responsibility for the following matters:

- Approval of the annual estimates of income and expenditure
- Approval of the annual business plan and the key objectives of the company
- Ensuring the solvency of the company and safeguarding its assets
- Ensuring the continued charitable status of the company
- The appointment and dismissal of the Chief Executive.

The Board's work will be supported by five sub-committees: Finance Committee, Audit Committee, Equality and Diversity Committee, Governance and Nominations Committee and Remuneration Committee. Directors will be asked to serve on at least one committee.

Duties of Directors

As Advance HE is a company limited by guarantee and also a registered charity, its Directors have legal responsibilities as Company Directors and Charitable Trustees.

Duties as Charity Trustees

The [Charity Commission](#) sets out the key duties of all trustees of charities and what trustees need to do to carry out these duties competently. Charity trustees owe a number of duties in their role as charity trustees as set out below:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Duty to comply with the governing document and the law
3. Act in the charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill

6. Ensure the charity is accountable

Statutory duties of Directors

The Companies Act 2006 sets out seven fiduciary duties of Directors. The duties are set out below:

1. A director must act in accordance with the company's constitution and only exercise powers for the purposes they are conferred.
2. A director must act "in the way they consider good faith," that would be most likely to promote the success of the company for the benefit of its members (or for charities their beneficiaries) as a whole.
3. A director must exercise independent judgement.
4. A director must exercise reasonable care, skill and diligence.
5. A director must avoid conflicts of interest.
6. A director must not accept a benefit from a third party conferred by reason of them being a director or in doing anything as a director.
7. A director must declare their interest if they are directly or indirectly interested in a proposed transaction or arrangement with the company.

How to apply

Applications are by CV and covering letter of no more than two sides addressed to Nigel Carrington, Chair of the Board. Please also read and refer to the person specification contained within the Board Directors Role Description.

We are committed to equality and diversity and welcomes applications from all sections of society. Please also complete an equal opportunities monitoring form at the following link, hosted by the Higher Education Academy: [Advance HE - Equality and Diversity Monitoring Survey](#). The survey is anonymous and does not form part of your application.

Please return your CV and covering letter to Sam Roseveare
Samuel.Roseveare@universitiesuk.ac.uk or post to:

Sam Roseveare
Universities UK
Woburn House
20 Tavistock Square
London
WC1H 9HQ

The deadline for applications is 18 February 2018.