



NOMINATED COMMITTEE MEMBER - ROLE DESCRIPTION

1. The Role of a Committee Member

The University of Nottingham is committed to ensuring diversity and inclusion in its decision making processes through a broad representation of staff on its Executive Board committees. It is hoped that broad representation will bring new and different perspectives to committees, make a positive impact on the University community's sense of engagement with decision-making and provide committees with additional expertise.

Nominated members of Executive Board committees will discuss issues and participate fully in decision-making, playing a part in ensuring that the University operates transparently being accountable for its activities.

2. Experience and attributes

Nominated committee members are required to have some of the following experience and attributes:

- A commitment to both the University's decision-making processes and its aims;
- An awareness of growing challenges within the HE sector and the implications for the University.
- A capacity for understanding the bigger picture and exercising considered judgement to enable pragmatic decision making.
- An ability to advise and challenge on a constructive, open and respectful basis.
- Willingness and ability to take collective responsibility for decisions, particularly those made in challenging situations.
- Effective analytical and reasoning abilities and interpersonal, communication and team working skills.
- Commitment to equality of opportunity, respecting and encouraging diversity.

3. Responsibilities and Conduct

The responsibilities of nominated committee members include, to:

- Make pragmatic, constructive and supportive contributions to debate.
- Develop positive and constructive working relationships with other members of the committee.
- Create healthy and productive meetings by ensuring you contribute to and actively listen in ways that create equality and respect so everyone gets a change to air their views, feel that they have been listened to and that their input is valued.
- Set sufficient time aside for attending meetings of Committee, reading meeting papers beforehand and participating in such communications regarding the work of the Committee as may occur between meetings of the Committee.
- Play an appropriate part in ensuring that the necessary business of the committee is carried out efficiently and effectively.
- Observe the confidentiality of committee business where appropriate.
- Familiarise themselves with the University Committee Handbook, governance structure and any other information provided by way of online induction.

- Participate in training events provided by the University or other bodies as appropriate including the mandatory training offered prior to taking up the role as a nominated committee member.
- Exercise their responsibilities in the interests of the University as a whole, rather than as representatives of any specific area, job family, group or specialism (other than that connected with the business of the committee), and accept collective responsibility for the decisions reached by the Committee.
- Participate in regular reviews of the Committee.
- Maintain an awareness of the activities of the University and developments in the higher education sector in general.
- Act in accordance with the Nolan principles of public life. These are:
 - *Selflessness* – Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends, or their particular area of responsibility.
 - *Integrity* – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
 - *Objectivity* – In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
 - *Accountability* – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 - *Openness* – Holders of public office should be as open as possible about all the decisions and action that they take. They should give reasons for their decision and restrict information only when the wider public interest clearly demands.
 - *Honesty* – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
 - *Leadership* – Holders of public office should promote and support these principles by leadership and example.
- The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the Committee Member role:
 - *Valuing People* - Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
 - *Taking Ownership* - Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
 - *Forward Thinking* - Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
 - *Professional Pride* - Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
 - *Always Inclusive* - Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.