

SFC representative for The Quality Assurance Agency UK Board

The Scottish Funding Council is seeking applications from suitably qualified individuals who are interested in serving as our representative on The Quality Assurance Agency for Higher Education UK Board of Directors.

About the role of Board Member

This is a position as Director of the QAA Board of Directors, and as trustee of the charity. The Board as a whole is responsible for the leadership, direction and control of the organisation, and in particular for:

- Approving QAA's mission, strategy and key performance indicators.
- Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational, and procedures for handling internal grievances, conflicts of interest and whistle-blowing.
- Ensuring processes are in place to monitor and evaluate the performance and effectiveness of QAA against approved plans and key performance indicators, benchmarking against other comparable organisations.
- Safeguarding the reputation and core values of QAA.
- Overseeing annual reporting, with overall responsibility for the company's assets, property and estate.
- Being the company's legal authority.

In carrying out these responsibilities, directors have specific obligation to:

- Constructively challenge and contribute to strategy development.
- Scrutinise performance and monitor reporting.
- Be satisfied that financial information is accurate, and that appropriate financial controls are in place.
- Be satisfied that QAA's risk management system is robust and appropriate.

The full responsibilities of company directors and charity trustees are set out in detail in the [Code of Best Practice for Members of the QAA Board](#).

Person specification

To be considered for role of Director, you are expected to demonstrate:

- A proven record of strategic leadership in times of change, gained through a senior position in higher education.

- Evidence of Board skills: objectivity, independence of mind, and good judgment; collegiate attitude to decision-making; willingness to share knowledge, skills and expertise to the benefit of the organisation and the beneficiaries of its work.
- Willingness to accept the legal duties and responsibilities of being a trustee and ability to commit to the demands and requirements of the role.
- An appreciation of the dynamics of the changing and diverse contexts (political, social, financial) in which quality assurance of higher education provision operates.
- A breadth of understanding of the higher education sector in Scotland, and an ongoing connection to the sector which allows for the member to be well informed on current policy drivers.
- An appreciation of the range of stakeholder interests in UK higher education.
- Willingness, if asked, to serve as Chair of the QAA Scotland Strategic Advisory Committee, which meets twice annually.

Terms and conditions

Time commitment

The QAA Board normally meets four times a year mainly in London. This includes a strategic Board Away Day in October, and the Annual General Meeting in December. Board members normally attend QAA's Annual Conference (one day, different venues across the UK).

Board members are further expected to contribute to Board committees, which meet up to four times a year respectively.

Term of appointment

Board members are appointed for a term of three years, renewable for one additional term.

How to apply

To apply for this role, please submit a current CV along with a statement outlining why you are interested in serving as a Director of QAA UK and how you meet the person specification. **Applications should be submitted not later than 26 June 2019** to Dr Dee Bird, Assistant Director (Head of Learning & Quality) at dbird@sfc.ac.uk, copying in Elaine Malcolm, emalcolm@sfc.ac.uk.