

Role description – Lay Member of Council and University Trustee

Purpose of the Role

Lay Members make a vital contribution to Cardiff University, working with the other members of Council and the Executive to set the mission, strategic direction, overall aims and values of the institution. Our lay members come from a wide range of backgrounds, as befits an organisation delivering teaching and services to over 33,000 students and supporting the academic and professional development of over 8,000 staff.

As a Lay Member and Trustee your role is to ensure the University delivers its strategic plan in line with legislative and regulatory requirements, lives up to its stated values, and fulfils its policies and procedures with effective systems of control and risk management in place.

Key Responsibilities

Successful candidates will have the skills and competence to perform the following essential functions as a lay member of Council:

1. Provide critical scrutiny of strategy, financial and other plans, risk, assurance and performance oversight
2. Ensure that the quality of institutional educational provision is upheld
3. Contribute to institutional success and long-term goals
4. Help to cultivate an inclusive and welcoming board culture
5. Demonstrate an interest in Wales and the Welsh context within which decisions are being made.

Person Specification

Cardiff University is committed to creating and sustaining a diverse and inclusive culture. We encourage applications from candidates with a high level of personal skills and experience in any field of public service or private enterprise.

Essential requirements:

The University is particularly interested in candidates with specific experience in:

- Education, preferably higher education
- Finance, including investment management, banking or pensions
- People or Human Resources

Desirable requirements:

- Significant experience in large and/or complex organisations, or a comparable track record of personal accomplishment
- Experience in a leadership role
- Awareness and understanding of the role of a Non-Executive or Trustee, in the private, public, or voluntary sector
- An understanding of the context for UK higher education and research

Cardiff University is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe this can be achieved through attracting, developing, and retaining a diverse range of people from many different backgrounds. We therefore welcome applicants from all sections of the community regardless of sex, ethnicity, disability, sexual orientation, trans identity, relationship status, religion or belief, caring responsibilities, socio-economic status and/or age.

We are also keen to encourage Welsh speakers and those with strong local community links to apply for the post.

Candidates should also refer to our [Statement of Independence](#)

In return this stimulating and rewarding role offers successful candidates new challenges, continued professional development and the opportunity to make a difference in one of the UK's leading educational institutions, helping to tackle the challenges of today and educating the leaders of tomorrow.

Terms of Office and Time Commitment

The term of office will be four years and the approximate time commitment is equivalent to between 16 and 24 days per year depending on the additional roles and responsibilities taken on by individual members, comprised as follows:

- four days for Council meetings plus
- four days/half days for training/away days plus
- five days for membership of major committee(s) of Council
- preparation time for meetings
- attendance at a range of University events such as awards ceremonies, Graduation and Varsity

Council Meetings are normally held in Cardiff between 9am and 5pm and offered on a (face to face and virtual) hybrid basis. Major committees normally meet virtually.

The post is non-remunerated but reasonable travel expenses will be paid and IT equipment will be provided if required.