

London's Global University



UCL

Appointment of Council Members and Co-opted Members

Candidate Pack
Winter/Spring 2025





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Mr Victor Chu CBE
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Welcome from the Chair of Council, Mr Victor Chu CBE

Thank you for your interest in joining UCL and the exciting opportunities these roles present. Thank you for considering the role of either an appointed member of the UCL Council, or an expert member of one of our senior committees or sub-committees. These roles present an extraordinary opportunity to join the bodies that comprise our corporate governance structure and support Council in ensuring that UCL maintains and builds upon its standing as a world leading university.

As a truly global institution, focused on excellence in research

and teaching, we are very proud of our reputation, recognising that we are uniquely positioned to demonstrate the essential role of universities to society, development and progress. As we approach our bicentennial year in 2026, we are excited to celebrate the incredible accomplishments of our diverse community of students, colleagues and alumni who represent nearly 200 countries across the world.

UCL's founding principles of academic excellence and research aimed at addressing real-world challenges continue to inform our



ethos today. This is an exciting time to join the Council and its committees, whose expertise will be vital in ensuring delivery of the **UCL Strategic Plan 2022-27** and shaping UCL's present and future.

Successful applicants will bring their own unique skillset to contribute to UCL's strategic vision and share our passion and highest regard for the importance of higher education, the values we uphold and the important societal and global impact of our work.

We hope these opportunities excite you as much as they

excite us: together we can continue to improve the experience of all involved in maintaining and further building UCL's position amongst the world's top 10 universities. We very much look forward to receiving your application and to welcoming you into our community.

Victor L. L. Chu
Chair of Council

Introduction to UCL

UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to welcome women on equal terms with men. Today, UCL has more than 50,000 students and 16,000 staff from over 150 countries and is consistently ranked as one of the top ten higher education institutions in the world

We champion innovation, creativity, and cross-disciplinary working in our teaching and research, and we are consistently ranked among the top ten universities in the world. From the start, we opened higher education to women and students from a wide range of backgrounds who had previously been excluded, and the commitment to expanding the diversity and inclusiveness of our student and staff body is fundamental to our work. The courageous attitude and disruptive spirit of our founders is still alive today.

UCL is an outstanding place to work. Our people are our greatest asset, and we provide an

empowering, values-based environment in which to work. We foster diversity of thought, mutual respect and collaboration, and actively encourage applications that will bring diverse experiences to the Council of UCL.



About UCL – London's Global University

UCL is regularly ranked amongst the top 10 universities in the world and recently named University of the Year 2024 by The Times and Sunday Times Good University Guide 2024. Our progressive approach to teaching and research, our world leading academics, curious students and outstanding staff continually pursue excellence, break boundaries, and make an impact on real world problems

London's Global University

We have a progressive and integrated approach to our teaching and research; we champion innovation, creativity,



and cross-disciplinary working. We teach our students how to think, not what to think, and see them as partners, collaborators, and contributors.

For almost 200 years, we are proud to have opened higher education to students from a wide range of backgrounds and to change the way we create and share knowledge. We were the first in England to welcome women to university education and that courageous attitude and disruptive spirit is still alive today. We are UCL.

Our Approach

We have a proud heritage of disruptive thinking, a reputation for game-changing research and a unique multidisciplinary approach to problem solving.

UCL was founded in 1826 to open up higher education in England to those who had been excluded

from it, and to change the way we create and share knowledge. That radical spirit is alive today in the work of people across our University who are taking on some of the biggest challenges of our time and making vital contributions to the public whilst nurturing the next generation of courageous thinkers to do the same.





UCL Council

This is an excellent opportunity to engage with the governance of one of the world's leading universities

As UCL's governing body, Council oversees the management and administration of UCL and the conduct of its affairs, subject to the advice of the Academic Board on matters of academic policy. Council approves UCL's mission, strategic vision and its long-term academic and business plans. It delegates authority to the Provost, as chief executive, for academic, financial and corporate management of UCL.

Council meets six times a year and holds a strategy day annually with briefings organised

as required. UCL Council has 20 members comprising; 3 Ex Officio members, 11 Appointed members and 6 Elected members with members expected to serve on at least one committee.

For more information on: the powers and duties of the UCL Council, the composition of the UCL Council, previous minutes, the meeting schedule and the report of the recent Council Effectiveness Review, please visit: **Council | Governance and compliance - UCL – University College London**

UCL Council Appointments

There are a number of opportunities to join UCL as Council members or co-opted Committee members

Council Members

UCL is looking to appoint two Members of Council to join its governing body made up of 3 Ex Officio members, 11 Appointed members and 6 Elected members. Expressions of interest are invited from individuals with the following skills and expertise:

- Communications/PR
- Digital Infrastructure
- Legal skills

Members of Council should sit on at least one committee and should, in time, chair a committee.

Co-opted Committee Members

UCL wishes to appoint up to six co-opted members with relevant technical expertise to Council's Committees and Sub-Committees. Expertise

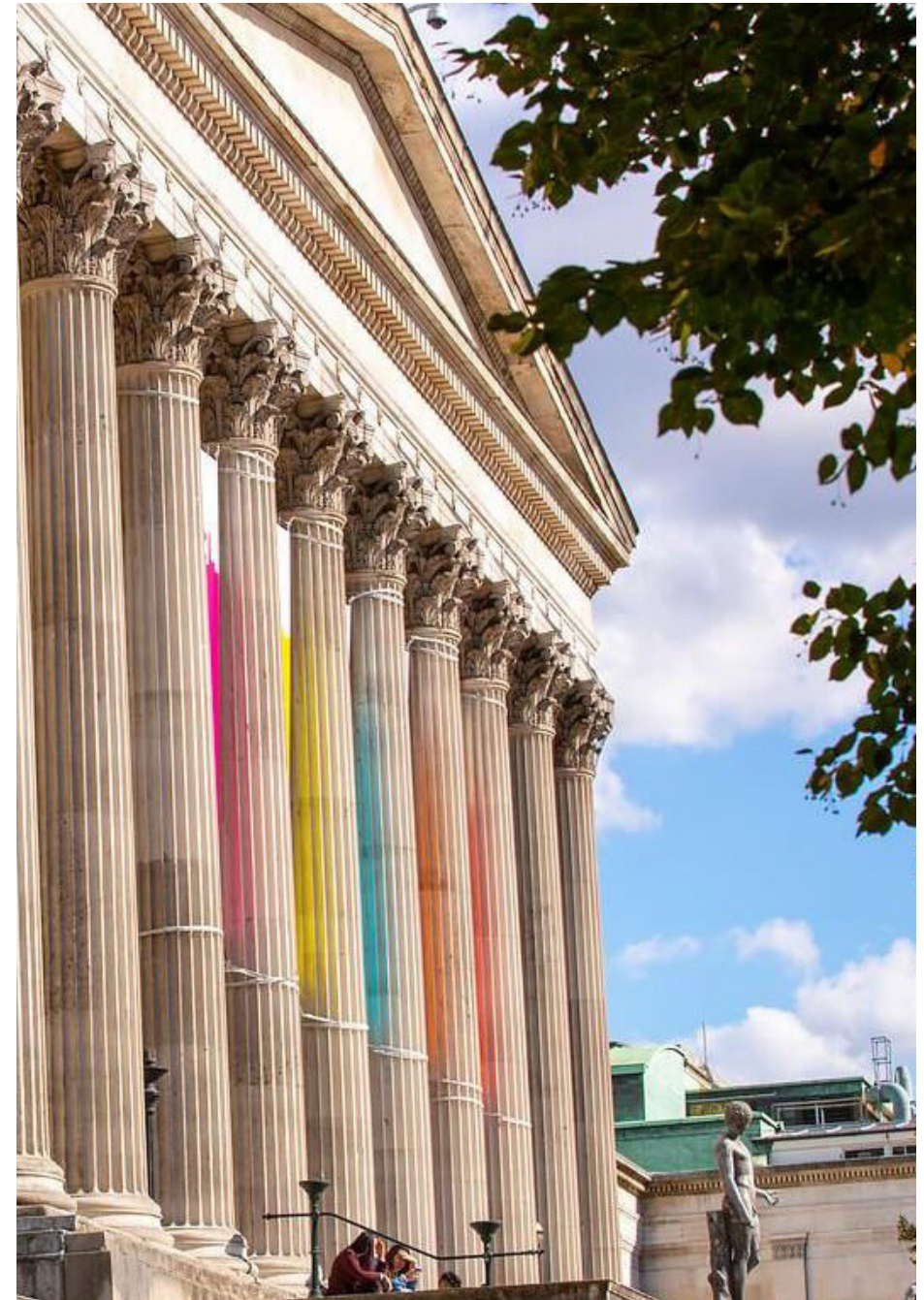
would be particularly welcome in:

- Real estate, construction, sustainable estate and/or inclusive environments
- Organisational risk management and/or risk governance
- Investment

About the Council's Committees

Council's formal and standing committees (and sub-committees) are as follows:

- **Academic Committee**
- **Audit Committee**
- **Estates Committee**
- **Finance Committee**
- **Honorary Degrees and Fellowships Committee**
- **Investments Committee**
- **Nominations Committee**
- **People Committee**
- **Remuneration Committee**



Council Members

The Council's members have a major part to play in shaping UCL's strategy through developing an understanding of the issues affecting UCL as a whole, and contributing to UCL's effective governance. The management of UCL's activities within the strategic framework set by Council is the responsibility of the Provost and those staff to whom the Provost delegates authority.

Individual members of Council should, at all times, conduct themselves in accordance with accepted high standards of behaviour in public life.

All Members of Council:

- Must make all reasonable efforts to attend every meeting of Council;
- Have a duty to read the papers to be considered by Council;
- Must ensure that their views relevant to an item under discussion are heard by

Council, always bearing in mind the best interests of the University;

- Must participate in ensuring that Council discussions are held and decisions taken in an honest, open and objective manner.

Council Members are charity trustees of the University. In broad terms, trustees are expected to act in the interests of the charity, ensure that it operates in a manner consistent with its purpose, and act with due care and diligence in guardianship of the charity's assets.

Individual applications are particularly welcomed from those with demonstrable senior executive or non-executive experience. In particular, candidates are sought with skills and expertise in Communications/PR, Digital infrastructure, and Law.

UCL Council operates in an ever-changing environment and as such we seek radical, critical thinkers who will provide constructive challenge and insight to support UCL's delivery of its mission and strategic objectives. Applicants must display a commitment to the values of UCL.

Time commitment

UCL Council usually meets six times a year (typically 2-6.30pm) and holds an annual away day. Council members are also expected to sit on at least one committee (committees generally meet between 3 and 7 times per year), and on panels or sub-groups (typically requiring 3 concurrent days per annum).

Besides attending meetings, a series of events are arranged for Council members on meeting days throughout the year, and members of Council are encouraged to develop and sustain an engagement with the life of UCL in ways best suited to their particular interests and areas of expertise.



Terms and conditions

Appointed members must be external to UCL. We cannot therefore accept applications from current UCL staff or students

Appointments are subject to the approval of Council and are for an initial term of three years typically with the possibility of extension for further terms.

Members of Council are not remunerated but they are entitled to reclaim the cost of all expenses reasonably incurred (including child and other dependent care costs) in the course of their Council duties.

Co-opted Committee Members

UCL is also looking to further strengthen expertise on its Committees following a recent Council Effectiveness Review.

Whilst not Council members, Co-opted members play an important role in providing their specialist expertise on committees and have the opportunity to contribute to some of the detailed work of Council.

In particular, candidates with the relevant expertise are sought to fill appointed member vacancies and/or co-opt to Estates Committee, and to co-opt to Audit Committee as well as Investments Committee.



Estates Committee

The **Estates Committee** advises on key decisions within and affecting the UCL Estates Strategy, including those related to the capital programme and sustainability. UCL ranks 1st in the UK in the QS Sustainability Rankings.

This is a critical time to join the committee, as UCL is currently developing its long-term Estates Vision.

There are currently vacancies for members appointed by Council with real estate experience. Further opportunities are available for co-option, with applications welcomed from candidates with senior experience in construction, sustainability, accessibility and/or inclusive environments.

Time commitment: 5 meetings per year



Audit Committee

The **Audit Committee**, which following the recommendations of the Council Effectiveness Review is envisaged to become the Audit and Risk Committee to better reflect its work, has responsibility for reporting to Council on UCL's internal control framework and the adequacy and effectiveness of arrangements for risk management, financial reporting, data quality and value for money. Its key tasks include approving the Strategic Risk Register, recommending arrangements for UCL's internal and external audit services, approving the internal audit plan and considering the scope of the external audit, and

reviewing the Annual Financial Statements and external audit opinion prior to consideration by Council. The Committee also has responsibility for a number of key institutional policies and for monitoring progress with relevant conditions of the Office for Students (OfS) regulatory framework.

Applications from individuals with senior organisational risk management and/or risk governance experience are sought for co-option to the Committee.

Time commitment: 4 meetings per year (usually October, November, April and June)



Investments Committee

The **Investments Committee** is a sub-committee of and reports to Finance Committee with powers delegated by Council to govern, manage and regulate the investments of UCL, whose key tasks include endorsement of the investment strategy and targets, ensuring implementation of UCL's investment policy and approach to responsible investment, monitoring of asset allocations and investment performance, and assisting in selecting investment managers and advisors.

Applications are sought to co-opt individuals with relevant expertise, which may include, but is not limited to: proficiency in conducting manager due diligence and investment underwriting, building and managing private asset portfolios including monitoring risk management, and evaluating Private Equity fund of funds products with an understanding of impact on total portfolio.

Time commitment: 5 meetings per year

Terms and conditions

Appointments are subject to the approval of Council and are for an initial term of three years typically with the possibility of extension for further terms.

Co-opted members are not remunerated but they are entitled to reclaim the cost of all expenses reasonably incurred (including child and other dependent care costs) in the course of their duties as a Committee member.

Equality, Diversity and Inclusion

Since 2015, UCL has held a Race Equality Charter Bronze Award, and we were one of the first universities to receive this award. UCL is also a founder member of the Athena SWAN Charter, which promotes gender equality and gender identity equality in higher education, and our sustained success has been acknowledged with an Athena SWAN silver award for the University and several departmental gold awards

At UCL we aim to acknowledge, understand, and tackle structural inequities and unjust social power imbalances that affect individuals and groups across the institution. This means recognising how we got here and what needs to be done to ensure equity, inclusion and belonging for those who are not systemically privileged by our society.

As London's Global University, we know diversity fosters creativity and innovation, and we want our community to represent the diversity of the world's talent.



We are working towards embedding and mainstreaming equity and inclusion as an integral part of the way UCL thinks and functions. We do this through



better utilisation and more wide-spread, systemic sharing of data and insights and by building the infrastructure for more equity-based decision-making, so that it is integrated into our planning, processes, and culture. The voices of diverse staff and students is integral to this work. We are committed to equality of

opportunity, to being fair and inclusive, and to being a place where we all belong and therefore encourage applications from candidates who are underrepresented on UCL's Council.

How to Apply

UCL has partnered with **Minerva** to support these appointments.

Applications should consist of:

- An up-to-date Curriculum Vitae with key responsibilities and achievements.
- A Supporting Statement (ideally no longer than two pages) explaining how your personal skills, qualities and experience evidence your suitability for the role.
- A completed **Diversity Monitoring Form** and **Candidate Supporting Information Form**. Please include these completed forms when you submit your application.

Applications should be sent to ucl@minervasearch.com.

All submissions will receive a response.

Accessibility Statement

UCL are committed to ensuring that anyone can access our

application processes. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at ucl@minervasearch.com.

Further Information

For a confidential discussion about these roles, please contact our advising consultants at Minerva:

Ben Tucker

on +44 7908 714154 or ben@minervasearch.com

Kerry Shepherd

on +44 7990 645159 or kerry@minervasearch.com

Recruitment Timeline

The deadline for receipt of applications is Monday, 17th

February 2025. Interviews will be held during w/c 31st March and 7th April for Council Members and co-opted members with stakeholder meetings scheduled to take place in March.

General Data Protection Regulation (GDPR)

At Minerva, we take care to protect your privacy. Click here to view our **Privacy Policy**.

