**SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PARTNERSHIP**

**BOARD OF DIRECTORS**

**Role: Independent Chair**

**Remuneration:** £175 per day for 24 days + travel and subsistence

**Terms of appointment**: Appointed for 3- year term, with up to an additional 2 terms, subject to the approval of the Board of Directors.

**Purpose**

The Chair will provide independent and impartial leadership to the Board’s oversight, vision and the strategic direction of the SCQF Partnership. The Chair will be responsible for leading the Board in setting strategy and ensuring the effectiveness, efficiency and integrity of the organisation and will have a significant and important role interacting with the public and key stakeholders.

**Current Governance structure**

As an organisation independent of the Scottish Government, the Partnership is a company limited by guarantee and a Scottish registered charity, governed by a Board of Directors including senior office representation from each of the following organisations:

* College Development Network;
* Quality Assurance Agency for Higher Education;
* Scottish Qualifications Authority;
* Universities Scotland.

A further 2 Directors are currently co-opted, one who chairs the Quality Committee of the board and another to represent employer interests (Scottish Training Federation). The Board therefore comprises seven non-executive members including the Chair.

**The Chair’s key responsibilities are:**

**Strategic Leadership:**

* Chair meetings and business of the SCQF Partnership Board, providing leadership and consensus building to reach decisions;
* Ensure that the organisation operates within its charitable purpose, setting clear strategic direction;
* Represent and advocate for SCQF Partnership at senior and strategic levels, working with the Chief Executive to promote its work and role with partners, stakeholders across the education and wider public sector within Scotland, the UK and internationally;
* Develop a supportive relationship with the Chief Executive of SCQF Partnership, including managing and appraising their performance;
* Have oversight of the financial health of the SCQF Partnership, with systems in place to ensure financial accountability and performance reporting to Scottish Government, Scottish Funding Council and external stakeholders.

**Governance:**

* Ensure that corporate and financial governance arrangements are effective and proportionate;
* Lead Directors in regularly review, management and mitigation of major risks to the sustainability and mission of the organisation, ensuring that the SCQF Partnership has the systems in place to do so effectively;
* Ensure Directors fulfil trustee duties and responsibilities in their effective oversight of the SCQF Partnership;
* Encourage positive change where appropriate and build consensus where conflict arises amongst Directors;
* Ensure collective responsibility for decisions made.
* Foster, maintain and ensure that constructive relationships exist with and between the Directors;
* Review, appraise and enhance Board effectiveness in fulfilling its role and recommend to the Board appropriate remuneration of the Chief Executive.

**External Relations:**

* Act as ambassador and spokesperson for the SCQF Partnership and represent the organisations at relevant events when appropriate;
* Seek out relationships that would benefit the SCQF Partnership.

**Person Specification**

**Essential**

* Relevant experience, understanding and knowledge of non-executive strategic leadership
* Successful experience of providing strategic direction to an organisation, including building partnerships and collaboration
* Previous experience in a corporate governance role, including responsibility for performance and risk
* Experience of managing change in a complex policy environment
* Strong effective communication and inter-personal skills
* Experience of chairing committees, working groups etc.
* Understanding of the current policy context of one of the following: education reform, skills and/or qualifications in Scotland
* Excellent understanding and implementation of high standards in corporate governance
* Enthusiasm and commitment to the vision and values of the SCQF Partnership

**Desirable criteria**

* Successful experience in, and knowledge and skills relating to, coalition building and working with government
* Strategic experience of working with policy makers across Scotland and the UK.
* Understanding of quality assurance relating to School Education and Skills qualifications and learning programmes.

**Time Commitment**

These duties are usually fulfilled within 24 days per year, on average, but there may be situations where additional time commitment is required. Remuneration of £175.00 per day is offered.

The SCQF Partnership Board will usually meet 4 times per year in a hybrid setting, with the AGM coinciding with one of those Board meetings. The Chair will be expected to attend in person for at least 2 of those meetings per year. Additional sub-committee membership (the Audit and Risk or Quality Committee) attendance may also be required.

The Chair must be available to the Chief Executive in providing line management support and in preparing for these meetings.

It is also important that the Chair be available to represent SCQF Partnership at ad hoc public events.