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## Role Profile: Staff Representative on the Board of Governors

**Position Title:** Staff Representative on the Board of Governors (Non-voting)

**Location:** Elizabeth School of London (ESL)



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## 1. Role Purpose

The Staff Representative on the Board of Governors serves as a liaison between the institution's staff and the Board, ensuring that the views and interests of staff members are effectively represented in the Board's decision-making processes. While holding no voting rights, the Staff Representative ensures that the collective voice of the staff is heard at the highest level of governance, fostering a culture of transparency, inclusion, and shared governance.

## 2. Key Responsibilities

### 2.1 Advocacy and Representation

The staff representative should proactively seek and gather the collective opinions, concerns, and suggestions from staff members across the department(s) they represent. They should act as an objective voice for staff members, presenting their concerns, suggestions, and feedback to the Board. They should ensure that the interests of the staff are considered in the Board's strategic planning and policy development.

Staff voice should be sought at least two weeks prior to the Board meeting. A coherent and well-organised paper should represent this information to the Board. Items in the paper should include good news and best practice.

The staff representative should submit the paper to the Secretary of the Board of Governors for review, who will liaise with the Chair of the Board of Governors to approve as an agenda item. The Secretary will then communicate with the staff representative informing them of the addition of the paper to the agenda. The paper will be discussed at Board level and the outcomes/resolution communicated back to the staff by the staff representative.

### 2.2 Governance and Strategy

Although the staff representative may actively participate in every Board meeting and ensuing discussions, they do not have voting rights on the Board of Governors. Only appointed Governors may vote at board meetings. At the Board meeting, the staff representative should present the approved paper, clearly communicating the collective staff voice and providing necessary context and elaboration.

In this way, the staff representative may contribute to the development and implementation of the institution's strategic goals and objectives.

Primarily, the role of the staff representative is to provide insights and perspectives on issues affecting staff, which may influence the Board's decisions in alignment with ESL's mission and values.

### 2.3 Communication

The staff representative should facilitate two-way communication between the Board and the staff, ensuring that staff members are appropriately informed about the Board's activities, decisions, and strategic direction. The role of the staff representative ensures transparency of information and accountability of decisions by the Board of Governors. This information may be communicated via

email or the staff intranet or the staff representative may organize and lead staff forums or meetings to gather input and feedback on various institutional matters.

## **2.4 Collaboration and Networking**

The staff representative should work collaboratively with other Board members, senior management, and staff representatives to ensure a cohesive governance structure. They should foster positive relationships with a range of internal and external stakeholders, to advocate for staff interests and in doing so, support ESL's objectives.

## **2.5 Compliance and Ethics**

The staff representative should endeavour to uphold the institution's policies, values, and code of conduct in all Board-related activities, and work to ensure compliance with relevant laws, regulations.

# **3. Key Competencies**

**Leadership and Advocacy:** Strong leadership skills with the ability to advocate effectively for staff interests. The ability influence and negotiate to achieve positive outcomes for staff and the institution.

**Communication and Interpersonal Skills:** Excellent verbal and written communication skills and the ability to build and maintain relationships with a diverse range of stakeholders.

**Analytical and Strategic Thinking:** Strong analytical skills that enables synthesis of diverse inputs and opinions from staff, with an ability to evaluate complex issues. Is also able to think strategically and provide insightful input on institutional matters.

**Integrity and Confidentiality:** A high level of integrity and ethical standards is essential and an ability to handle sensitive information with confidentiality and discretion.

# **4. Qualifications and Experience**

**Employment:** Must be a current staff member of the institution with a comprehensive understanding of its operations, culture, and staff concerns.

**Experience:** Previous experience in a representative or leadership role within the institution or similar environments is desirable.

**Commitment:** Demonstrated commitment to the institution's mission, values, and the well-being of its staff.

## 5. Term of Office

The Staff Representative is typically elected for a term of one year, with the possibility of re-election for additional terms as specified by the institution's governance policies.

## 6. Remuneration

This is a voluntary position, but the institution may provide a stipend or honorarium to cover expenses related to Board activities, as well as professional development opportunities.

## 7. Equal Opportunity Statement

In line with the Equality Act 2010, ESL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Staff representatives should be indicative of a diverse body of employees across ESL. This role profile provides a comprehensive overview of the expectations and responsibilities for a Staff Representative on the Board of Governors, ensuring clarity for potential candidates and alignment with the institution's strategic goals.