

APPOINTMENT OF TRUSTEE DIRECTOR

Candidate Brief

About the Earlham Institute

The Earlham Institute (EI) is a leading research institute focusing on the development of genomics and computational biology. EI is based within the Norwich Research Park and is one of eight institutes that receive strategic funding from Biotechnology and Biological Science Research Council (BBSRC) - £6.321M annual during 2016/2017 – 2020/21 - as well as support from other research funders. EI operates four National Capabilities to promote the application of genomics and bioinformatics to advance bioscience research and innovation.

EI offers a state of the art DNA sequencing facility, unique by its operation of multiple complementary technologies for data generation. The Institute is a UK hub for innovative bioinformatics through research, analysis and interpretation of multiple, complex data sets. It hosts one of the largest computing hardware facilities dedicated to life science research in Europe. It is also actively involved in developing novel platforms to provide access to computational tools and processing capacity for multiple academic and industrial users and promoting applications of computational Bioscience. Additionally, the Institute offers a training programme through courses and workshops, and an outreach programme targeting key stakeholders, and wider public audiences through dialogue and science communication activities.

EI's **mission** is to **advance and enable bioscience by applying computational and data driven approaches.**

The EI Board Structure

The EI's Board is chaired by Professor Dame Janet Thornton. There are currently nine non-executive Trustee Directors; their collective experiences include: scientific research, commerce, finance and law.

Full details of the current Board members can be found at <http://www.earlham.ac.uk/governance>. Professor Beggs will retire from the Board in 2021.

Duties and Responsibilities of a Trustee Director

The responsibilities of Trustee Director individually, and therefore collectively as a Board of Trustee Directors, include:

- To uphold the fiduciary duty invested in the role of trustee.
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document, and always acts in its best interests.
- To ensure that the organisation uses its resources exclusively in furtherance of its charitable purposes.
- To exercise their duty of care, using their professional skills where appropriate and / or

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taking appropriate professional advice in all matters where there may be material risk to the charity.

- To ensure sound financial management and the long-term stability of the organisation, the protection and management of the Charity's property, and the proper investment of the Charity's funds.
- To contribute actively to the Board's role in agreeing strategy, policy, the overall organisational budgets, target-setting and evaluation of performance and supporting the Director and EI staff in their implementation.
- To safeguard the organisation's reputation and values and to understand, be committed to, and actively promote its core objectives.
- To avoid any personal conflicts of interest and to observe the organisation's conflict of interest policy.
- To prepare for, and participate in Board meetings and actively contribute to decision-making at such meetings.
- To support colleagues on the Board in carrying out their duties and use any specific knowledge / experience to help the Board reach sound decisions.
- To ensure the effective and efficient administration of the organisation.
- To observe fully the Trustee Code of Conduct, participating actively in systems for performance review and continually strive for the highest standards of governance.

Candidate Specification – Trustee Director (General)

The new appointee should be sensitive to the demands of trusteeship, including:

- Awareness of, and sensitivity to, the political environment in which the organisation is operating.
- Strategic and creative thinker.
- Commitment to maintaining strict confidentiality concerning all EI matters that are not in the public domain.
- Sound independent judgement.
- Ability to assimilate and interpret wide-ranging types of information, including financial information.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and, specifically, of the distinction within charitable companies of the role of the Board and its responsibility to set and monitor the strategic direction of the organisation, compared with the executive functions of staff for implementing strategy and managing the day to day operation of the charity.
- Commitment to the "Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership (Nolan Principles).
- Commitment to follow the Good Governance Code of Practice for the Voluntary and Community Sector and other good EI governance guidance.

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- Ability to work as a member of a team.
- A willingness to devote the necessary time and effort to fulfilling the role.

About the Role – EI Trustee Director (Scientific Experience)

The Scientific Trustee will:

- Deploy their scientific knowledge and experience to further the organisation's interests which will include:
 - Representing EI in the scientific arena especially with key stakeholders and partners.
 - Assist with the scientific direction and policies of the organisation.
 - Provide advice on the reporting of the scientific programme.
- Perform relevant duties in the best interests of the charitable purposes of EI.

The successful applicant will be:

- A highly regarded and successful scientist with interest in a scientific field that is relevant to EI's vision, mission and strategy.
- Recognised in the UK and internationally as a leader in their field.
- Extensively experienced in being a principal investigator in scientific projects.
- Able to advise on best practice and scientific policies relevant to EI.
- Have experience as a member of executive or non-executive relevant boards or committees.

Recruitment Process

You should make your application by forwarding your CV and a covering letter saying why you should be appointed to this post together with a personal statement **addressing the candidate specification** to support your application. We suggest this is no more than two sides of A4 as a Word document. These should be sent to ei.chair@earlham.ac.uk.

You will find it useful to have a look at our website before applying <http://www.earlham.ac.uk>. The Charity Commission website <http://www.charitycomission.gov.uk> will also be useful.

The full field of candidates will be shortlisted for interview by members of the Board. Shortlisted candidates will be invited for a tour of the Institute (if possible during the recruitment timescale and allowable by Covid regulations) and a panel interview with the Chair of the Board, at least two other Trustee Directors and the Institute Director.