

SENIOR MANAGEMENT GROUP

1. INTRODUCTION

Positions on the Vice-Principals Group are currently defined as the Principal, the Deputy Principal, The Assistant Principal & Secretary to Council, and the Vice-Principals.

Positions on the Senior Management Group currently include those listed above, plus the Heads of Department and the Directors of the Clinical Services Division, Finance, Estates and Human Resources.

The positions of Deputy Principal, Vice-Principal and Head of Department are positions of responsibility with timely review to permit flexibility and opportunity for change. All appointments shall be made in accordance with the College's commitment to equality of opportunity and the requirements of its Single Equality Scheme. Due consideration will be given to ensure that Selection Committees reflect appropriately the diversity of the College community. In this regard, they will always include at least one male and one female member.

2. THE PRINCIPAL

Appointment by open competition for five years in the first instance, then by review (at the instruction of the College Council Chairman). Council may not delegate the appointment of the Principal, and it may not restrict it to an internal competition.

3. THE DEPUTY PRINCIPAL

On recommendation of the Principal to Council. This is not a fully contracted College post but is a position for which responsibility remuneration is paid. Normally on a three year basis with review and renewal for up to a further three years. The Principal will invite expressions of interest, and selection processes will be carried out formally, prior to making a recommendation.

4. THE VICE PRINCIPALS

On recommendation of the Principal to Council. These are not a fully contracted College posts but are positions for which responsibility remuneration is paid. Normally on a three year basis with review and renewal for up to a further three years. The Principal will invite expressions of interest and selection processes will be carried out formally, prior to making recommendations.

5. THE HEADS OF DEPARTMENTS

On recommendation of the Principal to Council. These are not fully contracted College posts, but are management positions carrying considerable departmental staff management responsibility. Normally on a three year basis with review and renewal for up to a further two years. Responsibility payments are made in respect of these positions. The Principal will invite expressions of interest, and selection processes will be carried out formally prior to making recommendations.

6. THE ASSISTANT PRINCIPAL AND DIRECTORS OF THE CLINICAL SERVICES DIVISION, FINANCE, ESTATES AND HUMAN RESOURCES

These are fully contracted substantive College Posts, appointment to which is by open advertisement and competition. The Selection Committee (see Section 2 of Annex A) will conduct the interview process and make the final decision on the appointment.

7. THE SECRETARY TO COUNCIL

The Secretary to Council is appointed by Council. Council may not delegate this appointment, which may, or may not, be combined with strategic responsibilities.

8. APPOINTMENT PROCEDURES AND COMPOSITION OF SELECTION COMMITTEES

The procedures to be followed during particular appointment processes will be confirmed by the Director of Human Resources. The normal composition of Selection Committees for the above appointments is set out in Annex A below.

Ian Darker
Director of Human Resources

ANNEX A

COMPOSITION OF SELECTION COMMITTEES

1. THE PRINCIPAL

Responsibility for the recruitment of the College Principal will normally be divided between a Search and an Appointment Committee. Both will draw on relevant expertise in strategic leadership; teaching; research; clinical; scientific and veterinary business; university management; international connections and awareness; international external role.

Membership will normally be as follows:

The Search Committee

- Chairman of the College Council (Chair);
- Vice-Chairman of the College Council;
- An Independent Member of the College Council;
- Up to six members of the senior academic and professional services staff selected by the Chairman and Vice-Chairman on the basis of their expertise and professional standing;
- External Adviser.

The Appointment Committee

- Chairman of the College Council (Chair);
- Vice-Chairman of the College Council;
- Honorary Treasurer of the College Council;
- Two Independent Members of the College Council;
- Up to four members of the senior academic and professional services staff selected by the Chairman and Vice-Chairman on the basis of their expertise and professional standing;
- External Adviser.

The Assistant Principal & Secretary to Council will act (in attendance) as Secretary to both Committees, and the Director of Human Resources will provide appropriate professional support and guidance as required.

2. SENIOR MANAGEMENT GROUP APPOINTMENTS

The Selection Committee for appointment to these positions shall consist of the following:

- The Principal (or his/her designated representative) as Chair;
- Up to four College representatives (to include at least two members of the Senior Management Group);
- Up to two individuals with senior strategic leadership expertise in the discipline concerned, of whom one shall, wherever possible, be external to the College. In the case of a role which includes that of Secretary to Council, these individuals shall be two Independent Council Members, including the Chairman of Council or his/her nominee.
- Should the role of Secretary to Council not be associated with other strategic responsibilities, Council will determine procedures.
- The Director of Human Resources (in attendance) as Secretary.