

# People and Nominations Committee member

## Role profile

### About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this, we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

### What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts; makes decisions as individuals and as a team; and drive us in our approach to achieving our vision and purpose.

Our values	
<b>We Impact</b>	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
<b>We Challenge</b>	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
<b>We Elevate</b>	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
<b>We Respect</b>	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

### RCOT Governance

The Royal College of Occupational Therapists (RCOT) is governed by Council. All members of Council are formally responsible for the governance of the organisation, including financial matters, the management of identified risks and the agreement and monitoring of the organisation's annual work plan.

Council is leading a review of our governance, so that we can be a more responsive, focused and efficient organisation, able to deliver the greatest impact for our members and the wider profession.

At the moment, the British Association of Occupational Therapists (BAOT) Council and RCOT Council members are the same and the meetings are run together. This makes it difficult to demonstrate that RCOT Council is acting solely in the interests of the charity.

To create clearer separation between the two governing bodies, BAOT Council and RCOT Council, we have proposed changing the name of RCOT Council to RCOT Board of Trustees and holding separate meetings of each governing body and expanding this RCOT Board of Trustees to bring in additional business-specific subject matter roles, in areas such as marketing or finance.

## **People and Nominations Committee**

### **The purpose of your role**

As part of the People and Nominations Committee, your collective purpose will be to:

- a) Provide strategic advice and insight to SLT on the RCOT people strategy, ensuring that it is consistent with the organisation's values and prescribed culture and supports its long-term sustainable success, including being an employer of choice for talent, development and retention of that talent.
- b) Oversee specific activities on behalf of the BAOT Council and RCOT Board of Trustees regarding CEO appointment and SLT remuneration;
- c) Lead the process for elections and appointments to the BAOT Council and RCOT Board of Trustees, including ensuring plans are in place for succession to Council and the Board of Trustees.

We are recruiting for two committee members, who will work alongside our Chief Executive Officer, Director of People, Finance & Governance (or equivalent) and Head of Governance and Compliance.

Your main responsibilities	What you bring to the role
<p><b>People:</b></p> <ul style="list-style-type: none"> <li>Overseeing arrangements for CEO appointment and succession-planning on behalf of Council;</li> <li>Contribute expertise on senior appointments and succession planning.</li> <li>Oversight of CEO and SLT remuneration;</li> <li>Monitoring organisation-wide engagement and culture change (and ensuring linkage with the associated levers such as talent planning and remuneration and other matters within the scope of the Committee);</li> <li>Providing a sounding board for CEO and Director of People, Finance and Governance on people issues, opportunities and challenges;</li> <li>Monitoring key metrics and dashboards to support an assessment of the effectiveness of the people strategy and workplan.</li> </ul> <p><b>Nominations:</b></p> <p>On behalf of BAOT Council and the RCOT Board of Trustees, the Committee is responsible for:</p> <ul style="list-style-type: none"> <li>Regularly reviewing the structure, size and composition (including skills, knowledge, experience and diversity) of the Council and Board of Trustees and making recommendations to the Council and Board of Trustees with regards to any changes to election or appointment process;</li> <li>Ensuring plans are in place for orderly succession to the Council and Board of Trustees;</li> <li>Identifying and nominating for the approval of the Board of Trustees, candidates to fill appointed Board vacancies as and when they arise;</li> <li>Overseeing the preparation of role descriptions for Council and Board of Trustee roles, taking into account the balance of skills, knowledge, experience and diversity on the Council and Board of Trustees.</li> </ul>	<ul style="list-style-type: none"> <li>Strategic HR workforce and change management.</li> <li>Experience of operating at board level and making strategic decisions in the public, private or voluntary sector.</li> <li>Experience of not-for-profit governance and/or board/committee composition and succession-planning. (highly desirable)</li> <li>An appreciation/understanding or lived experience of the value of occupational therapy. (highly desirable)</li> <li>Ability to think logically and objectively and to analyse information in order to identify key issues, make balanced judgements and effective decisions.</li> <li>Tact and diplomacy, with the ability to listen, engage and challenge effectively.</li> <li>Strong and visible passion and commitment to the organisation’s strategy.</li> <li>An enthusiasm to live and model our values across all areas of work.</li> <li>The ability to think strategically and creatively.</li> <li>Ability to work effectively as a member of a team while contributing an objective and independent perspective.</li> <li>The ability to be an effective ambassador and influencer.</li> <li>The ability to process detail and get to the heart of the issue.</li> <li>Willingness to devote the necessary time and effort.</li> <li>A demonstrable passion for including equity, diversity and belonging principles across all areas of work.</li> <li>Experience of chairing committees (desirable)</li> </ul>

## A bit more about the role

**Anticipated length of role:** Specified at the time of appointment but, if not specified, it will be 3 years.

**Anticipated time contribution:** The Committee will meet at least three times a year, and more if required. Members are expected to adequately prepare for, attend and contribute to all Committee meetings and participate in additional tasks and meetings as required by the Committee or the Council.

The expected time commitment is the equivalent of circa 6 days a year as detailed below:

- 3 half day meetings of the Committee
- additional meetings and training as required
- participating in panels for Board and Committee recruitment, including short-listing and interviews
- respond to requests for comments between meetings.

**Meetings:** Meetings can be held in person at the RCOT head office on 106-114 Borough High Street, London or virtually. In terms of sustainability, the Committee will seek to make 50% of their meetings virtual. The first meeting is scheduled for **10am–12pm on Thursday 26 September**.

You will be reimbursed out of pocket expenses in line with RCOT's expenses policy, however the role is an unpaid one.

### Your main relationships will be with:

- Fellow committee members, including Chief Executive, Director of People, Finance & Governance (or equivalent) and Head of Governance and Compliance.

### Checks:

Candidates are subject to the following register searches and checks before appointment:

- Individual Insolvency Register
- Register of disqualified directors
- Register of persons removed as a charity trustee

## Equity, Diversity & Belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQIA+ communities.