



ROLE PROFILE GOVERNORS

The Institute:

The Institute of Law Jersey (the “**Institute**”) was incorporated by the Royal Court of Jersey in 2008. The Institute’s aims are to provide a focus for the study of the laws of the Channel Islands and to nurture the unique legal heritage of the Islands. The Institute is an independent, not-for-profit, body. It has close working relationships with other academic bodies in the Islands and further afield.

The Institute is independent of Government. The Institute receives no state grants or subsidies. The Institute aims to preserve that financial independence. The Institute has established a charitable foundation with the goal being to guarantee the Institute’s economic stability and to ensure that the study of law is open to all by the award of scholarships and bursaries.

Values:

Our **four** Core Values complement each other and are all equally important. Our Core Values are values which the Institute strives to uphold in all aspects of its operations and which we seek to pass to our students and staff.

- **HONESTY AND INTEGRITY**

As an organisation the Institute strives to be open, honest, and sincere at all times in its dealings with staff, students, and others. We seek to operate, and to inspire the members to operate, at all times in an ethical manner with the highest degree of personal and professional integrity.

- **FREEDOM OF THOUGHT AND EXPRESSION**

We believe in the freedom of all to hold or consider an opinion or thought independent of the opinions or thoughts of others and to express those views, with respect for others, through open discussion. This liberty of thought and expression includes the freedom to change an opinion or belief at any time.

- **STRIVING FOR EXCELLENCE**

The Institute is constantly seeking to improve the quality of its offering and its operations. We seek to encourage all members of the Institute to seek to

continuously improve their skills, broaden their skillset and achieve the best outcomes that they can.

- **LEARNING FOR LIFE**

The Institute is about the pursuit and protection of knowledge in the broadest sense. Learning is not confined to a degree, nor is knowledge guarded simply in books. The Institute aims to encourage all who want to, to engage in the pursuit of knowledge and understanding of the law and unique legal heritage of the Islands.

Title: Governor

1. Purpose:

Description:

The Governing Body of the Institute (“**GB**”) is ultimately responsible for establishing the strategic aims of the Institute and guiding and assisting the Executive to achieve those strategic aims. The GB also has ultimate responsibility to ensure the good and proper functioning of the Institute, the quality of the Institute’s offering, and the financial stability of the Institute.

In fulfilling its role, the GB, and individual Governors, must ensure that there is clarity of vision, direction and purpose, and ensure that the ethos of the Institute and its strategic direction is properly communicated to, and understood by, the Executive. It is for the GB to hold the Executive to account for the academic and financial performance of the Institute and the effectiveness and practice of the Institute’s administration.

The Governors play an important non-executive role. The GB do not play an operational role. The operational functions of the Institute are the responsibility of the Executive, principally the Dean.

The Chair will provide ultimate strategic direction and ensure support is in place to enable the Dean and Directors to deliver on the goals and responsibilities entrusted to them.

3. Key Responsibilities and Duties:

Strategy:

- Ensuring the financial stability of the Institute by scrutiny of the accounts and forecasts, analysis of student numbers, and scrutiny of capital expenditure and operating expenses.

- Contributing to the strategic discussions of the GB meetings to help determine the vision and ethos of the Institute.
- Clarifying the strategic priorities and targets for the Institute in the short, medium and longer term.
- Liaising with, and securing the input and 'buy-in' from, the Executive in formulating and implementing the Institute's stated strategic objectives, and ensuring that the Executive take the operational steps necessary to achieve those.
- Ensuring that the Institute's strategic objectives are properly communicated to and understood by the Executive.
- Agreeing the allocation of resources to enable the Institute's strategic objectives to be met.
- Ensuring that proper feedback and reporting processes are in place and adhered to.
- Ensuring that there is proper succession planning in place to ensure the Institute's continuity.

Performance:

- Supporting the Executive and all lecturers to deliver the Institute's strategic objectives and to achieve the individual performance levels required of each.
- Considering all relevant data and feedback provided from students, staff and external sources on all aspects of the Institute's performance.
- Challenging the Executive in order to ensure that the performance of the Institute, whether academically, financially, or operationally, is optimised by being subjected to proper, constructive, scrutiny.
- Listening and reporting to the Institute's stakeholders and the wider community on a frequent basis.
- Support the Executive in performing their functions within the Institute and to address any problems or difficulties which are encountered.
- Reviewing data and evidence to ask questions and have challenging conversations about the Institute.
- Governors should be committed to their role and to the aims of the Institute; confident in having difficult conversations; curious, with an enquiring mind with the ability to challenge the status quo to improve things; collaborative in approach in order to build strong relationships; and constructively critical in order to improve the work and functioning of the GB and the operation of the Executive.

4. Specific Requirements:

Qualifications, skills & experience:

- There are no formal qualifications needed to become a Governor, although some knowledge and experience of the law, education, or other relevant field will be a benefit.
- A strong track record of good judgment, common sense and independence of thought.
- The highest degree of integrity, honesty and professionalism.
- Effective interpersonal and communication skills.
- A strong commitment to the role, including to the time needed to be dedicated to it.
- A natural curiosity and the ability to question and analyse the data and information presented to the GB by the Executive.
- An ability to work in a collegiate manner with other members of the GB and the Executive.