The Institution of Engineering and Technology

Appointment of Director of Governance and External Engagement

September 2022
Reference: MQYD
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About the Institution of Engineering and Technology (IET)

Overview of IET

We inspire, inform and influence the global engineering community to engineer a better world. As a diverse home across engineering and technology, we share knowledge that helps make better sense of the world in order to solve the challenges that matter.

Our Purpose

Working to engineer a better world is why we exist and why, for the past 150 years, we've been using our influence, knowledge and expertise to champion the role of engineering and technology for the future of our society and our planet.

Climate change and the energy crisis are currently, without doubt, the most difficult and important challenges of our time and have highlighted to the world the important role engineers and technicians have in creating solutions.

There are also vast opportunities that technology opens for us, whether that's connecting people across the world, developing systems that offer us all longer and healthier lives, or using less of our natural resources. Engineering feats and the technological advances we have not even dreamt about yet will be fundamental in solving these problems and embracing the future.

Our charitable objects are to ‘promote the general advancement of science, engineering and technology and to facilitate the exchange of information and ideas on these subjects amongst our members and others’.

Our Values

We expect all our colleagues and volunteers to live our values as we work together to achieve both our mission and vision.

- Integrity – Operating professionally and ethically to gain trust, we must be open and honest with each other and respect everyone, valuing each other’s contribution.
- Excellence – Delivering the highest level of service and satisfaction, using agile methods, and seeking innovative solutions to add value. Our role is to continually improve and adopt best practices for the good of engineering and technology.
- Teamwork – Continuing to work together and recognise the value of talented individuals working in our teams and in our volunteer communities. More than ever, we must be collaborative within the IET and with our remit to partner with other like-minded organisations.

Strategy

For 150 years we have existed for the sole purpose of ‘Working to Engineer a Better World’. To continue to be relevant to our stakeholders and ensure we are resilient for the next 150 years we are looking beyond our immediate horizon to how we will make a difference over the next 10 years.
In Strategy 2030, we have a compelling and ambitious roadmap of what we want to do over the next decade to maintain our relevance for industry, practitioners, academia and society.

Working together, our volunteers and colleagues are supporting the delivery of innovative solutions across five strategic themes:

- Engineering Excellence.
- Skills, Learning and Networks.
- Research Solutions.
- Thought Leadership and Policy.
- Education.

And to remain relevant to our audiences – academia, practitioners, industry and wider society – we're focusing on five societal challenges where the engineering profession and the IET can make a big impact on our world:

- Sustainability and Climate Change.
- Digital Futures.
- Healthy Lives.
- People-centric infrastructure.
- Productive Manufacturing.

You can learn more about our strategy on our website.
IET Facts
We are one of the world’s leading professional societies for the engineering and technology community, with offices in Europe, North America and Asia-Pacific. We provide a global knowledge network to facilitate the exchange of ideas and promote the positive role of science, engineering and technology in the world:

- We have more than 158,000 members in 153 countries.
- We were formed in March 2006 by the merger of the Institution of Electrical Engineers (IEE) and the Institution of Incorporated Engineers (IIE).
- We have active networks of volunteers in 37 countries around the world.
- The IET’s Inspec database is the leading English-language bibliographic information service for scientific and technical literature.
- Helping those in the global engineering research community understand their place and make strategic decisions about the direction of their projects is our dynamic research intelligence tool, Inspec Analytics.
- The IET provides independent, impartial thought leadership for MPs, policy advisors, the UK Government, the devolved parliaments, Metro Mayors and local authorities.
- The UK’s Wiring Regulations are published by the IET.
- During 2020, we published 70 books and 6,005 papers, and launched three new journal titles.
- Since January 2021, our entire journals portfolio moved to open access and is now published and distributed by Wiley.
- IET Faraday, an award-winning educational resource, reaches all schools in the UK with the aim of enthusing young people about science, technology and engineering.
- The professional registration qualifications ICT Technician (ICTTech), Engineering Technician (EngTech), Incorporated Engineer (IEng) and Chartered Engineer (CEng) are awarded by the IET under licence from the Engineering Council.
- The IET Futures Fund raises money to support the next generation of engineers, to find solutions to our most pressing problems. In recent years we have matched the donations received, raising another £2million.
- More than 1,000 undergraduate programmes in the UK are accredited by the IET.

Legal Structure
The IET is a UK-based membership organisation with charitable status. We have a number of subsidiaries. These include IET Services Limited, IET USA Inc., IET India, IET Services India, IET Beijing, IET Canada, and the Institution of Engineering and Technology, USA. IEE Conventions Ltd, another subsidiary, is part of a joint venture which operates the International Broadcasting Conventions (IBC) Partnership.

Governance
The IET was founded in 1871 and incorporated by Royal Charter in 1921. The current Royal Charter of the IET was allowed by the Privy Council on 14 November 2007 and came into effect from 1 January 2008. The current Byelaws were approved by the Privy Council on 27 September 2016 and came into effect on 1 October 2016. The Board of Trustees comprises our charity trustees and meets regularly throughout the year to conduct the business of the IET in accordance with the Royal Charter and Byelaws.

The Trustees have established a structure of Boards and Committees from within the membership to monitor and control key areas of the IET. These include the three Main Boards – Knowledge Services and Solutions, Membership and Professional Development, and Volunteer Engagement – and Governance Committees – Audit and Risk process, Finance and Investment, Nominations and Succession, and Remuneration. Individual Trustees are appointed to membership of these Boards and Committees alongside non-Trustee members to ensure strong communication and coordination of decision-making.
More information about activities, finances and governance can be found in our most recently published Annual Report and Accounts (2021).

Location and Property
One of our most prestigious locations is IET London: Savoy Place, which is located in Westminster, London. This historic central London conference and meeting venue on the River Thames offers cutting edge technology, impressive capacity and outside space in a location that’s easily accessible by rail, tube and river. It also offers networking and working space for our members. Austin Court, located in central Birmingham, is a purpose-built events venue that offers great facilities, combined with the unique appeal and character of a historic building.

Our main UK operational site is in Stevenage, Hertfordshire, which houses the majority of our 650 UK based colleagues. This office has recently undergone a significant refurbishment, aligned to our hybrid working operating model, and provides a modern workspace with our colleagues at the heart of its design.

We also have four offices in other regions across the world. In Beijing, China, we offer Chinese engineers, technicians and students the opportunity to enhance and share their knowledge on an international platform. Our Hong Kong office is at the heart of the IET in the Asia Pacific region, providing support for our members and volunteers. In Bangalore, in India, we support the country’s drive to raise educational standards and influence technological innovation, and in New Jersey in the USA our colleagues supply the Americas region with many of our products and services.
The Role

Job Details

Reports to: Chief Executive and Secretary

Hours: 35 hours per week, exclusive of meal breaks, plus as many as required to fulfil the needs of the post.

Location: The role is based in the Head Office in Stevenage, Hertfordshire with some time spent at our offices in Savoy Place, London.

Job Summary

- To be responsible for shared senior level decisions, as a member of the Executive Team and to support the strategic direction of the organisation.
- To advise the Board of Trustees on governance and compliance matters and be responsible for the efficient and effective conduct of business by their relevant boards and committees.
- Increase IET presence as a respected voice of the engineering and technology profession and an essential source of knowledge and thought leadership to Government.
- To serve as a business leader, capable of inspiring, motivating and engaging a diverse team and range of individuals.

Main Duties and Responsibilities (not necessarily in priority order):

- Work effectively as a member of the executive team of the IET to ensure cohesive and co-ordinated delivery from all parts of organisation.
- Provide governance support and relevant information to the Board of Trustees.
- Act as an interface between the Executive Committee and Trustees, Boards, Committees and Council and influential volunteers to ensure all IET staff, members and volunteers are aware of and engaged with IET activity and good governance is demonstrated.
- Oversee the strategic direction and one global voice of the IET’s portfolio of volunteer communities and policy panels.
- Ensure the provision of high quality legal, compliance and data protection advice on all aspects of the IET’s charitable, commercial, and international activities.
- Act as the senior management link between the outsourced internal audit provider and the Audit and Risk Process Committee to support the delivery of the annual internal audit plan.
- Demonstrate effective leadership of all areas of the directorate with the development and implementation of comprehensive strategies and plans, together with appropriate professional development and performance metrics.
- Ensure that income, expenditure, and budgetary control are effectively monitored, managed and controlled across the directorate.
- Act as Senior Staff Member of the Volunteer Engagement Board (VEB), working closely with the Chair of the VEB to ensure consistency of direction and support for the strategic direction of volunteers working as ambassadors.
- Act as Senior Staff Member for Council and Nominations Committee.
- Act as Chair for the organisation’s Health and Safety Committee.
- Undertake any other duties and projects at the request of the Chief Executive.
Person specification

Essential Criteria:
- Senior level experience, with the ability to clearly articulate business plans to others and develop strategy.
- Experience of operating at a senior/corporate level with governance responsibilities.
- Highly developed communication, influencing and interpersonal skills. The ability to initiate and build effective relationships at all levels and influence key stakeholders regarding engineering policy.
- Excellent people management skills, with the ability to inspire, motivate and engage a diverse team.
- Able to create and develop highly motivated, focused teams, operating in an environment of trust and openness.
- Able to manage a team involved in diverse activities.
- Acts with a high degree of personal integrity and credibility, inspiring trust and respect in others.
- Able to understand and work across cultural boundaries with diverse stakeholders.
- Interest and passion for the work of the IET.

Desirable:
- Previous senior experience within a complex organisation e.g. a membership organisation, educational, commercial, charity or regulatory body.
- Experience in thought leadership and/or policy work.
- Background in engineering, technology or science would be beneficial.
Terms of appointment

- Competitive Salary
- Bonus of up to 30% of annual salary.
- Employer's pension contribution: 8% of gross salary.
- Private medical insurance.
- Annual leave entitlement: 25 days (plus 3 additional days).
- The role is based in the Head Office in Stevenage, Hertfordshire with some time spent at our offices in Savoy Place, London.
- 35 hours per week, exclusive of meal breaks, plus as many as required to fulfil the needs of the post.

Application Process

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<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
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<tbody>
<tr>
<td>12pm on Thursday 29 September (5 pm)</td>
<td>Applications close.</td>
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<tr>
<td>W/c 3 October</td>
<td>Longlist Meeting – Selection Panel</td>
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<td>W/c 10, 17, 24 October</td>
<td>Preliminary Interviews with Saxton Bampfylde</td>
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<tr>
<td>W/c 31 October</td>
<td>Shortlist Meeting – Selection Panel</td>
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<td>W/c 7th November</td>
<td>First Panel Interviews.</td>
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<td>W/c 14th &amp; 21st November</td>
<td>Leadership assessments for those candidates proceeding to second round interviews.</td>
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<tr>
<td>W/c 28th November</td>
<td>Informal conversations with relevant stakeholders and Final Panel Interviews.</td>
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How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the IET on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code MQYD.

Click on the ‘apply’ button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Thursday 29 September 2022**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

**GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.