

Wanted! Committee and Working Group Members

In accordance with our new Strategic Plan, ARMA is about to refresh and expand its learning and development offering for our members. We are in the process of setting up some new working groups to help us achieve this, and we need your help!

We are therefore delighted to announce the following professional opportunities for members to play their part in helping to shape ARMA's training and development future.

Professional Development Committee - Committee Member

The Professional Development Committee oversees all ARMA's training and development activity including our comprehensive programme of workshops, our exciting new Qualifications Programme and, of course, our flagship Annual Conference. We have one vacancy to fill on our Professional Development Committee. Further details available at: [see p.3](#)

Training & Development Working Group - Several Members

Reporting to the Professional Development Committee, the Training & Development Group has been set up to create, oversee and evaluate ARMA's Training & Development Programme. We have a number of places for T&D enthusiasts who will help us create an exciting and topical workshops programme. Further details available at: [see p.5](#)

Conference Working Group - Several Members

Again reporting to the Professional Development Committee, several places are available on this new working group which will help deliver an exciting and topical programme for our annual conference programme, including next year's event in Belfast. This Group will agree the themes, find the speakers, select the workshops, and aid the smooth running of our flagship events. Further details available at: [p.7](#)

Professional Development Framework Working Group - Several Members

For some years, ARMA has had a Professional Development Framework, connecting its learning and development activity, but it is time now to review this. This new Working Group will review the Framework with a view to creating a more usable successor, enabling our members to clearly identify the learning & development they need to progress their careers. Further details available now at: [p.9](#)

To express an interest in any of these positions, please email us, to enquiries@arma.ac.uk, a short CV and a brief statement of why you want to join the committee or working group, what skills and experience you would bring to it, and how you meet the person specification.

***Closing date for Expressions of Interest: 5pm, Friday 17th August.
Those selected or shortlisted will be notified by Friday 24th August.***

The dates of the first/next meetings of these Committees and Working Groups are detailed in the further particulars. Where possible, we would like new members to be able to attend these.

For all our committees, we are looking for a range of backgrounds, experience, skills, qualifications, geographical and institutional representation, and we are committed to ensuring equality and diversity on all our working groups and committees.

Professional Development Committee - Committee Member

The Professional Development Committee oversees all ARMA's training and development activity including our comprehensive programme of workshops, our exciting new Qualifications Programme and, of course, our flagship Annual Conference. We have one vacancy to fill on our Professional Development Committee.

Person specification

We are looking for particular skills and experience in the following areas:

- Demonstrable commitment to ongoing professional development, for themselves and others.
- Experience of delivering professional development, through qualifications support, training workshops, creation of training programmes, mentoring, etc.
- Strategic view of likely needs of RMA profession over the next 5 years.

We are seeking members who have been involved with committee business and decision making, at different levels, and who are now looking to build their experience. We will provide support to all new Committee members to develop their skills.

Date of next meeting: Thursday 6 September, afternoon, Northumbria University

Committee Terms of Reference

The Professional Development Committee has been established as a standing committee of ARMA, reporting to the ARMA Board. The Committee was created to ensure that all ARMA's professional development activities – initially focusing on ARMA qualifications, and the Training & Development programme – are strategically aligned with the ARMA professional development framework, and offer value for money, high-quality opportunities for our members. The Committee will be guided by, and set the direction for, a range of operational working groups.

Committee scope

Core activities of the Committee will include:

- Strategic oversight of the ARMA professional development framework
- Strategic oversight of the ARMA qualifications
- Strategic oversight of the ARMA Training & Development programme
- Evaluate member engagement and satisfaction with the professional development activities
- Stakeholder engagement, in relation to qualifications partners and Training & Development sponsors

The Committee will act as a bridge between the Board and the Executive Office, providing support to both, facilitating communication and the flow of information, and ensuring accountability to ARMA members in relation to professional development activities.

Authority

The Committee will consider items of business within its remit, evaluate opportunities and challenges, and make recommendations to the Board. The Board may delegate areas of business on which the Committee can make decisions.

The Committee may establish both standing and short-life working groups, to develop and evaluate programmes and qualifications pathways.

Membership

To support these activities, membership of the Committee will consist of:

- Director, Qualifications
- Director, Training & Development
- Director, Conference Planning
- Chief Operating Officer
- 3 x non-Directors, bringing expertise in professional qualifications and professional development events.

The Committee Chair will rotate across the three Director roles, each serving one year. For 2018/19, the Chair will be the Director of Qualifications.

The non-Directors will be appointed on a 3-year basis (with an option for a second term), following an open call to ARMA members and an evaluation of the areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

The Committee will work closely with the Executive Team. Additional expert advice will be commissioned as needed.

Meetings arrangements

The Committee will meet four times per year, approximately one month in advance of each ARMA Board meeting, so that recommendations can be discussed and developed in good time. Regular conference calls will also be scheduled. The total time commitment from Committee members is likely to be in the region of 5 hours per month. Meeting venues will rotate, to ensure that they are accessible for all members.

Reporting

As well as making recommendations relating to the areas within its remit, the Committee will also provide regular reports to the ARMA Board, on an exceptions basis.

Budget

The budget for the Committee shall consist of the monies necessary to support travel and subsistence costs incurred by members in the course of attending Committee meetings and in otherwise pursuing the business of the Committee, together with meeting venue and catering costs (if any).

Review

Terms of Reference for all ARMA committees will be reviewed on an annual basis. The date for the next review of this document will be September 2018.

Training & Development Working Group - Several Members

Reporting to the Professional Development Committee, the Training & Development Group has been set up to create, oversee and evaluate ARMA's Training & Development Programme. We have a number of places for T&D enthusiasts who will help us create an exciting and topical workshops programme.

Person specification

The Training and Development Working Group is looking for candidates with one or more of the following attributes:

- A specialism or deep knowledge of a particular area of research management (for example funding development, ethics, research evaluation)
- Experience of creating and managing training events
- A wide network of contacts across the research management sector

Date of next meeting: Thursday 6 September, morning, Northumbria University

Working Group Terms of Reference

The Training & Development Working Group has been established by the Professional Development Committee to create, oversee and evaluate ARMA's Training & Development programme. The Group will report progress and outcomes to the Professional Development Committee, at the intervals specified below. As the Group is likely to be ongoing, members will serve for two years in the first instance.

Scope of the Training & Development Working Group

The objective of this Working Group is to ensure that ARMA has a rolling two-year comprehensive programme of good practice exchanges, technical knowledge workshops, webinars, recorded presentations and any other appropriate learning and development vehicles to ensure that ARMA members are well served with a full range of different course topics at different levels. To achieve this, the Group will:

- Work together to create a rich and varied programme of good practice exchanges, technical knowledge workshops, webinars, recorded presentations and any other appropriate learning and development vehicles, ensuring that all levels of ARMA member are catered for
- In addition to ensuring that a two-year programme is maintained, the Group will regularly identify current, 'hot-topic' learning & development opportunities that can be run at short notice.
- Undertake the role of 'event leader' – suggest speakers and make initial approach, plan programmes, and provide promotional copy for advertising. Occasionally attend and facilitate events.

- Review feedback to ensure that quality is maintained, regularly review and revise content, and, as required, rest or sunset topics for which there appear to be less demand.
- Regularly explore new vehicles for learning and development, to ensure that ARMA offers a broad spectrum of different modes of learning
- Work alongside and cooperate with other Committees and working groups to ensure synergy, complementarity and efficiency.

Authority

The Professional Development Committee will specify what it would like the Group to achieve, and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- An ARMA Director, who shall have the role of Chair
- A representative of the Professional Development Committee
- A SIG Champion
- 4-6 members
- The Chief Operating Officer
- The Delivery Officer, ARMA Executive Office

Additional support may be gathered from the Executive Office, and individuals may be coopted as appropriate.

Meetings arrangements

The Training & Development Working Group will meet four times per year. The expected time commitment per month for members is approximately one day, and half of the meetings will be virtual.

Reporting

The Group will report to the Professional Development Committee each quarter.

Budget

The Professional Development Committee will specify appropriate budgets for each working group. For the Training & Development Working Group, this will cover travel, accommodation and subsistence for relevant meetings. The Professional Development Committee will review how this budget has been spent.

Conference Working Group - Several Members

Reporting to the Professional Development Committee, several places are available on this new working group which will help deliver an exciting and topical programme for our Annual Conference, the next one taking place in June 2019 at The Waterfront, Belfast. This Group will agree the themes, find the speakers, select the workshops, and aid the smooth running of the event itself.

Person specification

We are looking for candidates with one or more of the following attributes:

- Experience of directing or organising medium to large conferences
- A good sense of what the main issues are affecting the Profession and who the key stakeholders are, with a view to identifying themes and programme content
- A wide network of contacts across the research management sector with a view to identifying leading plenary speakers
- Experience of selecting abstracts for a conference

First meeting of Conference Working Group: Friday 7 September, am, Northumbria University (not Edinburgh as originally advertised).

Working Group Terms of Reference

The Conference Working Group has been established by the Professional Development Committee to facilitate the development and delivery of an excellent, innovative and topical programme for the ARMA Annual Conferences. The Group will report progress and outcomes to the Professional Development Committee, at the intervals specified below. As the Group is likely to be ongoing, members will serve for two years in the first instance.

Scope of Conference Working Group

The objective of this Working Group is to assist the Director of Conference and the Executive Office with: the theme, aims and content of the Conference; the prioritisation of plenary material, including the selection of speakers; the overall design of the Conference including session types and social programme; the identification and selection of abstracts; assisting with session Chairing, speaker, sponsor and delegate relations at the Conference itself; follow-up activity including feedback review.

To achieve this, the Group will:

- Meet with a view to determining the theme, aims, format and content of the Conference
- Identify priorities for the plenary sessions, including proposing and approaching possible speakers
- Identify the sub-themes for the abstracts, assist with the identification and prioritisation of successful abstracts, proposing and approaching additional assessors as required

- Assist with the final scheduling of the programme
- Provide ideas for the social programme
- From the outset, champion and promote the Conference at all possible events and opportunities
- Be present for the duration of the Conference, assisting with session chairing, speaker chaperoning, and sponsor and delegate relations
- Assist with feedback review, making recommendations for improvement as appropriate.

Authority

The Professional Development Committee will specify what it would like the Group to achieve, and associated delegated authority.

Membership

To deliver the objective/s, the Group will consist of the following members:

- An ARMA Director, who shall have the role of Chair
- A representative of the Professional Development Committee
- A SIG Champion
- 4-6 members
- The Chief Operating Officer
- The Delivery Officer, ARMA Executive Office

Additional support may be gathered from the Executive Office, and individuals may be coopted as appropriate.

Meetings arrangements

The Conference Working Group will meet at least 4 times. Time commitment will be approximately one day per month and half of the meetings are likely to be virtual.

Reporting

The Group will report to the Professional Development Committee formally each quarter, with monthly updates by correspondence.

Budget

The Professional Development Committee will specify appropriate budgets for each working group. For the Conference Working Group, this will cover travel, accommodation and subsistence for relevant meetings and complimentary registration and accommodation at the Conference itself. The Professional Development Committee will review how this budget has been spent.

Professional Development Framework Working Group - Several Members

The Professional Development Committee is in the process of setting up a new working group tasked with reviewing the Professional Development Framework. The existing Framework was developed in 2011, as a way to encapsulate the core skills required by those working within the profession and to structure the other activities offered by the Association. Since then, there has been significant change across the sector, and we are now looking to update the PDF to reflect those changes.

Person Specification: we are seeking input from members:

- who can demonstrate a keen interest in professional development (their own, and that of their colleagues), and,
- who have a broad knowledge of the kinds of skills required in research management today, and in the future. We're interested in members at different career stages.

First Meeting: The group will meet twice during September/October. The first meeting will be held in Edinburgh, date to be confirmed, and a second will take place as a video conferencing call 3 weeks or so later.

Working Group Terms of Reference

Introduction

ARMA (UK) is the professional association for research management in the UK, offering professional development and opportunities to build networks, knowledge and skills. In 2011, ARMA created the Professional Development Framework (PDF) as a way to encapsulate the core skills required by those working within the profession and to structure the other activities offered by the Association. Since its creation, the context of the research management profession has changed significantly, and the existing PDF is no longer fit for purpose. A review has therefore been commissioned.

The Professional Development Framework (PDF) Working Group has been established by the Professional Development Committee to review the existing framework. The Group will report progress and outcomes to the Professional Development Committee, at the intervals specified below. The Group will aim to complete its work by end September 2018.

Scope of Professional Development Framework Working Group

The objective of this Working Group is to review the existing PDF, to ensure that it provides an appropriate way to encapsulate the core skills required by the profession, now and into the future. To achieve this, the Group will:

- Identify the skills required now (and likely to be required in the future) within research offices. As well as specific technical skills, this might include more generic professional competencies.

- Test the findings with a range of stakeholders: ARMA members, Special Interest Groups, sister associations (international, and aligned UK associations, such as PraxisAuril, BUFDG, and Vitae).
- Develop a new Professional Development Framework that can be used by individuals, to guide their professional development; and by ARMA, to structure activities.
- Define a range of associated resources/ materials, to promote the new PDF and to ensure that it can be used for its intended purposes.

Once the objectives have been achieved, it is expected that this Group will be disbanded.

Authority

The Professional Development Framework Working Group will develop recommendations that will be considered by the Professional Development Committee.

Membership

To deliver the objectives, the Group will consist of the following members:

- Chair: Professional Development Committee
- ARMA members x3
- SIG champion x2
- Executive Office representative
- Professional Development Committee member

Additional support may be gathered from the Executive Office and/or external consultants.

Meetings arrangements

The Professional Development Framework Working Group will meet twice in September/October: an initial face-to-face meeting and a follow-up conference call. Expected time commitment for individual members of the group will be in the region of 5 to 8 hours.

Reporting

The Group will report to the Professional Development Committee twice: after the initial meeting, and as the final PDF is developed. The group will complete its work by end September 2018.

Budget

The Professional Development Committee will specify appropriate budgets for each working group. If additional resources are required to complete the work, the Group must seek

approval from the Professional Development Committee and, where appropriate, the Finance & Governance Committee.