



Role Profile

Chair

About ARMA

[ARMA \(UK\)](#) is the professional association for research management in the UK. We currently have around 2,800 individual members from 250 organisations, ranging from universities and research institutes to research funders and the National Health Service. We represent research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. We work with UK-wide and international bodies to influence and understand the changing research management agenda, translating the impacts of that change for our members. We work with others to promote public trust in research, communicating its benefits and value. Most of all, we work to enhance research management as a professional partner in the UK research environment. We provide a wide range of membership benefits and development opportunities, including a comprehensive programme of live and recorded workshops and webinars, Virtual Study Tours in partnership with funders, an annual conference, a comprehensive website, and regular communications including a weekly e-Newsletter and biannual members' magazine. Our members can join a number of Special Interest Group forums and receive careers advice and mentoring.

Summary

ARMA is entering an exciting new phase. We have just launched our new strategy and completed a Finance & Governance review to assess our readiness to be able to deliver on our bold ambitions.

In July 2023, our current Chair, Jennifer Stergiou, comes to the end of her three-year term of office. We therefore seek to recruit her successor, who will take on the role of Chair from August 2023, but serve as Chair Elect for the period of a year from August 2022.

We are looking for an inclusive leader who can build on the significant progress and achievements secured by their predecessor, and help ARMA grow its membership, influence and impact. Accountable to the membership, the Chair will lead ARMA's Board of Directors and have line-management responsibility for the Association's Chief Executive Officer.

Our Strategy



The Board of Directors

ARMA's Board is comprised of 10 members of the Association, recruited from the membership for their specific experience, knowledge and skills. Board member appointment is ratified by members, at the Annual General Meeting. Collectively, and as individual Directors, these members are responsible for the governance of the Association, financial management, and compliance with relevant legislation and regulations. The Board is also responsible for setting the strategic direction for the Association, ensuring that member interest remains at the core.

Director responsibilities

All Board members, except for the Chief Executive Officer, are classified as non-executive directors. Their legal responsibilities are defined under [Companies Act 2006](#).

The Role

We have identified the following as the core responsibilities for the role

- **Vision and Ambition**
Clear alignment with the vision and values set under the current strategic cycle and the ability to provide stewardship to the organisation in realising its goals. Strong creativity, vision and strategic insight to lead the Board in setting new goals and ambitions for the next strategic cycle.
- **Leadership and Governance**
Provide line management and support to the CEO, guiding them in their delivery of the strategic goals. Oversee the performance of the organisation, consistently managing risk, operating sustainably, practising our values and modelling inclusive leadership for the whole ARMA community. Work collaboratively with the CEO and Committee Chairs to establish the Board agenda, enabling the effective running and sustainable growth of the organisation. Effectively

chair meetings, seeking advice and engagement from both internal and external experts, as required.

- **Stakeholder Management**

You will lead several key relationships for ARMA with stakeholders including sister associations, research organisations, research funders and government. You will be required to represent the association and act as an ambassador at key events, conferences and meetings. You will actively seek to build and enhance the association's reputation and the profile of ARMA members across the sector.

- **Commitment**

A commitment to the sector and the role played by ARMA members, you will have strong grasp of the policy and practical issues faced by members. You will have a strong network within the community, a passion for progress, recognition of the opportunities for efficiency and the ability to engage with and influence policy at a national level.

Values

ARMA adopts the following values in its activities and we are seeking a leader who feels alignment to, can embody and can model appropriate behaviours according to these values.

- **Member Focused**

Our decisions will always be led by what we believe is in the best interests of our members, for the profession and for the sector.

- **Inclusive**

We will remove barriers to active participation in our profession and champion the cause of inclusivity, diversity and social justice for our colleagues and for the sector.

- **Collaborative**

We will build new partnerships and expand our network for the benefit of our members. We will seek out collaborators who share our values, to work together in order to advance our mission.

- **Professional**

We will exhibit the highest standards of professional conduct. We are committed to continuous improvement and proactively seek out opportunities to advance our knowledge and find new ways to carry out our roles more effectively.

Skills

We have identified the following as key skills that we need candidates to bring to the role.

- **Strategy**

You will have the ability to lead strategy development and oversee ARMA's strategic implementation plan. You will ensure that measures are in place to consistently review and analyse performance against agreed objectives, making appropriate recommendations for adjustments and course correction, as may be required from time to time.

- **Communication**

You will have the ability to communicate with a broad range of stakeholders confidently and clearly. You will adapt to your audience and represent the organisation with integrity and authenticity. As the primary ambassador for ARMA, you will influence the people you engage with and expand our community, impact and influence through your stakeholder management, policy engagement and thought leadership within the research and innovation community.

- **Performance**

You will formally monitor the performance of the Chief Executive Officer in meeting agreed goals and objectives, and monitor the reporting of performance, in relation to the Association's

Strategic Plan and its implementation. You will take active steps to develop positive board dynamics and drive the effective performance of the Board.

▪ **Leadership**

You will be able to lead with empathy and inclusion, empowering Board members and the CEO to grow, develop and thrive in their roles. You will be able to guide the CEO in taking responsible risks and effective decisions to foster agility and innovation within ARMA. You will be available to Committee Chairs, Portfolio Directors and other members of the Board to support their development, growth and performance within the Board.

Please note that these criteria are indicative. If they don't quite fit your career journey but you still know you have a lot to offer our membership, we'd still love to hear from you.

What we offer

Salary: this role is unremunerated. However, all relevant expenses will be reimbursed in accordance with ARMA's Expenses policy.

Location: Fully remote, enabling residence anywhere in the UK.

Term: 3 years from 1st August 2023 ('the Chairperson Appointment Period'). Before commencing the Chairperson Appointment Period, the appointee shall be designated as Chairperson Elect for a period of 12 months commencing 1st August 2022, or as proximate to that date as possible. At the conclusion of the Chairperson Appointment Period, the appointee shall be designated Immediate Past Chairperson for a period of 12 months. During their periods as Chairperson Elect and Immediate Past Chairperson, they shall be entitled to attend meetings of the Board with observer status, but shall not be permitted to hold an appointment as a director of the Association. No person may be appointed to the role of chairperson for more than one Chairperson Appointment Period

Time Commitment

All directors must be able to allocate sufficient time to ARMA to perform their responsibilities effectively. It is typical for the Chair's employing organisation to agree to relief from their substantive role to enable them to take up this position. We therefore recommend discussion with your line manager prior to application. For the Chair, this means a time commitment of approximately 1 day per week. This is likely to consist of:

- **Chairing quarterly ARMA Board meetings:** there are 4 meetings per year. Currently these are held online and run for 90-120 minutes. Preparation time for each meeting: approximately 2 hours.
- **Chairing annual Strategy Planning meetings:** one two-day meeting per year, residential F2F. Preparation time for each meeting: approx. 8 hours.
- **Chairing occasional ARMA Board online meetings:** these are ad-hoc, as the business requires. Runtime 60 minute. Preparation time for each meeting: 1 hour.
- **Meeting monthly with the Chief Executive:** 90 minutes per meeting. Preparation time for each meeting: 1 hour.
- **Representing the Association on the INORMS Council and attending key meetings as ARMA representative:** 2 days per month. Preparation time: 1 day/month.

- **Representing the Association on other (stakeholder, sector level or project specific) groups:** 1 day per month. Preparation time: 1 day/month
- **Miscellaneous correspondence with fellow Board members and CEO:** 3 hours per week.

The time commitment requirement, while Chair Elect, is c.15% FTE, and for Immediate Past Chair 5% FTE.

Outside interests

It is accepted and acknowledged that Directors will have business interests other than those of the Association and have declared any conflicts that are apparent at present. In the event that the Chair becomes aware of any potential conflicts of interest, these should be declared to the ARMA Deputy Chair and/or CEO for recording within the Register of Interests as soon as possible.

Insurance

ARMA ensures that there is appropriate directors' liability insurance in place and it is intended to maintain such cover the full term of the appointment.

Support

The Association is committed to ensuring that Directors are provided with the support they need to carry out their roles effectively. This is likely to come in a variety of forms according to need, including induction, formal training, peer networking, and mentoring.

ARMA is actively seeking to address underrepresentation within in its leadership and governance. We therefore warmly welcome applications from groups who are underrepresented across the research and innovation sector. We will be taking active steps to reduce barriers to participation, including through inclusive recruitment practice and positive action in our recruitment process. We welcome any requests for further adjustments that would make our process more accessible.

We are keen to advertise this role as widely as possible. If you know someone or are part of networks that may be interested, we'd love for you to share.