

## **CIPFA Central Government Panel Chair - Role Profile**

### **Overview**

**Strategic leadership** - to provide leadership to the Panel and its individual members, ensuring that the responsibilities of the Panel and its contribution to relevant CIPFA strategies are fully met.

**Representational** – to represent the Institute on matters relevant to the Panel's remit, both as an ambassador to key stakeholders and by supporting senior staff.

**Governance** - to chair meetings of the Panel, including occasional working groups, seminars, conferences etc. as required by dint of being Chair.

### **Role description**

Panel Chairs must act personally and not as the representative of any group or organisation, regardless of how they were nominated or selected.

Panel Chairs have the following main responsibilities:

- to liaise with the Panel secretary in preparation of the agenda, ensuring that its Terms of Reference, Strategy Statement, delegated responsibilities, and delivery plans are met in a timely manner, whilst keeping abreast of emerging developments within its remit and devoting due priority and attention to them.
- to chair meetings of the Panel ensuring they are conducted in line with agreed CIPFA and PFMB procedures, that individual members are encouraged to participate fully and effectively, that decisions taken reflect the majority or consensus view of those present, and that minutes are accurate.
- to keep abreast of the work of the other Panels and relevant CIPFA Boards/Committees where it is likely to impact on the activities of his/her own Panel.
- to chair/manage/facilitate conference and seminar sessions as appropriate.
- to act as an ambassador for the Institute with external stakeholders and other professional bodies relevant to the work of the Panel.

### **Person specification**

#### ***Experience***

- Recognised, significant personal achievement in chosen sphere of life
- Track record of success with experience of senior positions requiring complex skills
- Informed understanding and knowledge of the work of, and developments affecting, the Institute, the accountancy profession and of different parts of the public services
- Evidence of success in building highly effective relationships with others
- Evidence of communicating effectively, by delivering public presentations at a high level

- Evidence of chairing meetings, courses and conferences in an effective manner

### ***Personal attributes***

- Has a clear commitment to upholding the values of the Institute and to serving the public interest, ahead of any self interest
- Demonstrates proven leadership skills
- Exercises sound judgement on a consistent basis
- Possesses excellent interpersonal, communication and networking skills
- Able to develop and maintain good working relationships with others, working easily, effectively and collaboratively with colleagues
- Has personal authority and is highly credible, possessing the stature required to command the respect and trust of others quickly
- Has intellectual capacity and rigour
- Demonstrates adaptability, flexibility and self-motivation, and is "good on one's feet".

### **Personal skills**

- Excellent presentation skills
- Team Builder
- Collaborator
- Honest broker
- Critical friend
- Provide a strategic view
- "helicopter potential"
- Facilitator
- Time management
- Leadership

### **Attributes:**

- Ability to:
  - Ensure all members feel able to take part in the meeting
  - Summarise outcomes and actions
  - Place topics/issues in context
  - Gain an understanding of the external environment surrounding the topic/issue
  - Differentiate between the need to be directive and non-directive at any point in the meeting
  - Make presentations and/or representations on behalf of the Panel to other bodies (both within and outside of CIPFA)
- And possess:
  - Independence of mind
  - Presence/ able to command respect
  - Experience/knowledge particularly relevant to the work of the Panel

## **Commitment**

The time commitment of a Panel Chair is:

- Chair between 2 and 4 Panel meetings per year (as appropriate to the Panel workload)
- Chairing or attending working group meetings, and conferences and seminars as required ex-officio.
- Liaison with the Panel secretary, and other members, as considered most appropriate and convenient (meetings, telephone, emails).

