

## Human Resources Trustee Role Description

PSC Support is the only UK charity solely focused on improving the lives of people affected by PSC and funding PSC research. PSC Support is looking for a Human Resources Trustee to provide guidance and support to ensure the highest standards of governance in policies and practice related to recruitment, retention, performance and reward as well as staff and trustee development

### Vision and Mission

Our vision is to see a world without PSC.

Our mission is to improve the lives of people with primary sclerosing cholangitis in the following ways:

- **Research** - we will establish a pathway towards finding a cure or effective treatment for PSC.
- **Information and Support** - we will provide support and information to improve the quality of life and wellbeing of people affected by PSC.
- **Improving Care** - we will advocate for the highest standards of care for people living with PSC.

### Responsibilities of all Trustees

- Support and provide advice on PSC Support's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee PSC Support's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve PSC Support's financial statements.
- Provide support and challenge to PSC Support's Chief Executive in the exercise of their delegated authority and affairs.
- Keep abreast of changes in PSC Support's operating environment.
- Contribute to regular reviews of PSC Support's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.

- Use independent judgement, acting legally and in good faith to promote and protect PSC Support's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of PSC Support's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

## Specific Duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

## Specific Duties of a Human Resources Trustee

- Ensure the HR functions of the charity are conducted within legal requirements and best practice
- Advise on good practice in staffing and HR matters
- Provide strategic oversight of any future restructure and impact on HR
- Oversee and review of policies and procedures relating to HR
- Support the Chief Executive and Board in recruiting, monitoring and reviewing the performance of PSC Support's key staff, rewarding performance accordingly and identifying appropriate development opportunities
- Ensure the Board monitors and reviews the performance of the Chief Executive, and identifies appropriate development opportunities
- Enabling the board as a whole to develop and adapt as the charity moves from a volunteer-based organisation to an employer

## Qualities of all Trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Ability to work at a strategic level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with plans.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Ability to analyse risks and opportunities, and take a balanced approach to both.
- Enthusiasm for our vision and mission.
- Long term commitment to PSC Support.

- Willingness to lead according to our values:
  - Transparency: we are transparent and accountable to all our stakeholders.
  - Together we're better: we work collaboratively with all our stakeholders to deliver the best outcomes for PSC patients.
  - Patient voice: patient involvement and contribution enables patients' voice to be heard in all aspects of our work.
  - Tenacity: we will never give up hope. We will never give up our search for a cure.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Specific Qualities of Human Resources Trustee

- Currently employed in a senior HR role.
- Experience of developing, executing and then reviewing an HR strategy and related goals.
- Willingness to lead, where appropriate, and participate in discussions concerning the needs of the employees and volunteers.
- Experience of performance management, HR/employment law issues and implementing them contextually.
- Able to demonstrate a good understanding of current developments in HR, staff and development training and recruitment.
- Able to demonstrate an understanding of the role played by volunteers in PSC Support's operations.

## Time Commitment and Location

- The Board meets once a quarter (4 times a year) using virtual conferencing (2hours)
- The Board is occasionally called upon for advice or to update on ongoing matters, or to make more urgent decisions by email.
- One to two face-to-face meetings each year are allotted to strategic planning and lasting the whole day
- Some ad hoc committee/working group activities
- Papers are distributed one week in advance of meetings
- Trustees can claim out of pocket expenses incurred in travelling to meetings
- The term for a Trustee role is three years