

Practice & Policy Committee Members



ROLE DESCRIPTION & PERSON SPECIFICATION

INTRODUCTION

The Royal Institute of British Architects (RIBA) is a world-renowned organisation that holds a Royal Charter and operates as a professional membership body and a registered charity. We seek to bring architecture alive for the public, both in the UK and across the globe, promoting education and training to enhance the built environment. Supporting our members and others to deliver better buildings and places, stronger communities and a sustainable environment is critical to our charitable purpose, and our commitment to inclusivity, ethics, sustainability, and promotion of the highest professional standards underpins all that we do.

Our values underpin all that we do.

We believe in having a clear set of values and behaviours to inspire and guide us in everything we do at RIBA. By committing to these principles, we can create the culture we want to see in our workplace.

Created in consultation with colleagues, our guiding values are as follows:

Collective Strength - Breaking down silos to achieve more in collaboration

- We recognise that effective collaboration with internal and external stakeholders is critical to achieving our organisational goals.
- We appreciate the contribution of all our colleagues and support each other in delivering quality outcomes.
- We put OUR goals before MY goals.
- We seek a clear thread between our work and the strategic objectives of the organisation.

Commitment to Excellence - Taking pride in the quality of everything we deliver

- We take pride in the value we bring to stakeholders, Members, the public and the built environment, maintaining excellence in every aspect of our work, collections and events.
- We value the expertise that colleagues bring to the work we do, maintaining our reputation as a knowledgeable organisation and supporting the continued acquisition of knowledge across the organisation.
- We support each other to be the best we can be.

Value our Differences - Truly appreciating the diversity of thought and background

- We treat colleagues and stakeholders respectfully and have integrity in all our interactions.
- We give a voice to every colleague, and RIBA gives a voice to members, future architects, architecture and the public.
- We respect views that differ to our own.
- We approach challenges or change with an open mind and flexibility.
- We recognise the heritage and uniqueness of RIBA while driving improvements for the future of the built environment.

PURPOSE OF THE ROLE

As an organisation, we are on our own business improvement journey, improving our governance and pursuing far-reaching business change to maximise our relevance and value to current and future members globally. We have an opportunity to become a data-driven professional membership association, and the continued digitalisation of both the organisation and the profession we serve will enable and open global opportunities, resulting in a more diverse and inclusive profession. We are also keen to play an important advocacy role; lobbying governments and other key stakeholders to champion positive change.

We are appointing new Committee members at an unprecedented time. The world needs architects to be at their best, to help facilitate and lead the realisation of the most appropriate solutions that respond to the problems, commitments and aspirations that shape our collective futures. The changing regulatory and operational landscape, the impact of the pandemic on how and where we live and work, and the implications of Net Zero Carbon targets are examples of major shifts that demand our attention. We are also addressing some important cultural issues in our profession and have a responsibility to do so. Ultimately, we must be a role model for our profession and demonstrate our values so that our voice is authentic and credible to make a positive difference.

We are seeking to appoint two RIBA Council members, RIBA members and two non-architect, subject-matter experts, one with experience in advocacy, public relations, lobbying government and/or measuring the impact of campaign/service and the other a client representative who must have regular interaction with the architect practices, commissioning work on a regular basis.

As a Committee Member, you will have an opportunity to make an important contribution, helping us to accelerate progress and make good decisions in these disciplines, whilst providing strategic challenge and support, as we pursue new organisational capability and standards of professionalism. You will bring relevant experience in one of the five committee areas, together, ideally, with an interest in the built environment.

Experience of change, governance and control will be of considerable benefit to the RIBA as we deliver our transformation programme.

In these appointments, we are seeking diversity in its broadest sense and welcome applications from all communities

THE ROLE

The Committees are permanent committees, reporting to the Board. The Practice & Policy Committee assists the Board in maintaining appropriate oversight of RIBA services to support practices and practising, the development of policy positions and the relationship with the regulator, in line with the constitution and these terms of reference.

The composition of the Committee is broad, including RIBA Trustees, RIBA Council Members (not Trustees), external (non-member) experts in advocacy and public/government relations, RIBA members from a range of practice types (small, national, international, sector experts) and public/private sector client representatives.

TERMS OF REFERENCE

The Terms of Reference are currently under review as part of our ongoing governance review and may change along with delegations over the coming months.

The Board delegates the following functions to the Committee in accordance with the constitution and these Terms of Reference:

1. Oversight of the RIBA services to support practice and practising, the development of policy positions and the relationship with the regulator, including:
 - a) Services to support practices and practising
 - b) Development of policy positions
 - c) Response to legislation/regulatory change
 - d) Relationship with the Architects Regulation Board (ARB)
 - e) Engagement with industry and related organisations

The Board delegates authority to the Committee to make recommendations to Board on the following matters, with the Board retaining decision-making authority on all items:

1. Changes to policy/procedure/rules in relation to any of the following:
 - a) RIBA Policy Positions on relevant topics
 - b) the management of the relationship between RIBA and the ARB
 - c) good practice guidance.
2. The commissioning of research and analysis to identify trends and opportunities for innovation in education & learning activities.

REMIT

The Practice & Policy Committee Members monitor and report to the RIBA Board on:

- a) issues of concern to the membership which have come to the attention of the Committee and which require a clear policy position to be articulated by the Board;
- b) opportunities for collaboration with others in the areas of practice & policy;
- c) topics identified by the committee and other committees (including Standards Committee) in need of good practice guidance; and
- d) the activities of PACDR and its financial performance.

The Committee has oversight of the activities of the following sub-committees:

- RIBAJ Editorial Panel
- President's Advisory Committee on Dispute Resolution (PACDR)

PERSON SPECIFICATION

The successful candidates will have the following attributes and experience:

- A demonstrable track record of developing and setting strategy and policy
- Experience of leading diverse expert groups of professionals and working with external partners
- An interest in the legal, technical, regulatory and management issues affecting architectural practice
- Commitment to Equality, Diversity and Inclusion, with evidence of having taken positive action in this area

Desirable experience:

- Advanced expertise in at least one key area of contemporary architectural practice, eg sustainability, BIM, conservation, urban design, building and planning regulation, health and safety, design technology and advanced construction

In addition, candidates will have:

- An understanding of, and interest in the work of the RIBA
- The ability to work with boards and/or committees at a strategic level
- An understanding and experience of good corporate and organisational governance
- The ability to analyse and review complex issues and weigh up conflicting opinions
- Excellent communication skills and experience of cultivating effective stakeholder relationships
- Ability to demonstrate credibility, integrity and resilience, and a passion for improving the future for architects and architecture
- Experience of managing and resolving conflicts that lead to appropriate outcomes

TERMS OF APPOINTMENT

The post-holder will be appointed based on a maximum three-year term subject to the requirements of the constitution. Committee Members can expect to commit at least six days per annum.

The post is unremunerated, however reasonable expenses will be provided.

TIME COMMITMENT AND KEY DATES

The Committee is expected to meet four times per year on a quarterly basis. Meetings date for 2024/25 are available on request.

How to apply

To apply, please submit an up-to-date copy of your CV (maximum of three pages) and a supporting statement (maximum of two pages) summarising your most relevant professional skills and experiences.

Applications should be submitted to: ribagovernance@riba.org and must be received by **4 pm on Friday, 16 August 2024**.

Please provide your home, mobile, and email contact details and let us know when you are unavailable or where you may have difficulty with the indicative timetable.

You should also provide the names, positions, organisations, and contact details of two referees, one of whom should be your current or most recent employer.

We would not approach these referees before the shortlist stage; we only do so with your permission. Please state this clearly if you do not wish us to approach your referees at any stage.

If you would like to discuss the role informally with the Committee Chair in more detail, please contact ribagovernance@riba.org and we will arrange a meeting for you.

Indicative dates for the selection process

Closing date: **16 August 2024**

Shortlist meeting: **22/23 August 2024**

Interview in person with the Nominations Committee: **5/6 September 2024**

Approval by the Trustee Board: **12 September 2024**

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