



Decoding Living Systems

# Trustee Director Scientific

**RECRUITMENT PACK**





## Who we are.

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The Earlham Institute is a hub of life science research, training, and innovation focused on understanding the natural world through the lens of genomics.

Embracing the full breadth of life on Earth, our scientists specialise in developing and testing the latest tools and approaches needed to decode living systems and make predictions about biology.

The Earlham Institute is based within the Norwich Research Park and is one of eight institutes that receive strategic funding from UKRI Biotechnology and Biological Science Research Council (BBSRC), as well as support from other research funders.

[earlham.ac.uk](https://www.earlham.ac.uk)



The Earlham Institute is a registered charity (No.1136213), strategically funded by the Biotechnology and Biological Sciences Research Council.



# Our Commitment to Equality, Diversity, and Inclusion.

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The Earlham Institute is strongly committed to being a force for change with reference to furthering Equality, Diversity and Inclusion. We welcome applications from anyone regardless of ethnicity, heritage, disability, gender, sexuality, religion, socio-economic background or other differences.

We are committed to inclusive working practices.

During the application process we commit to:

- paying for childcare and care costs whilst you are at interviews
- paying for your travel costs to the office and back for interviews
- making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them
- providing this document in a Word document format readily available to download
- offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

You can find more about our commitment to [Equality, Diversity, Inclusivity and Accessibility](#) on our website.

If there is anything else you are concerned about or think we could provide, please let us know.







## Our vision and mission.

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We are building a future where the biology of any organism can be understood by analysing its genome.

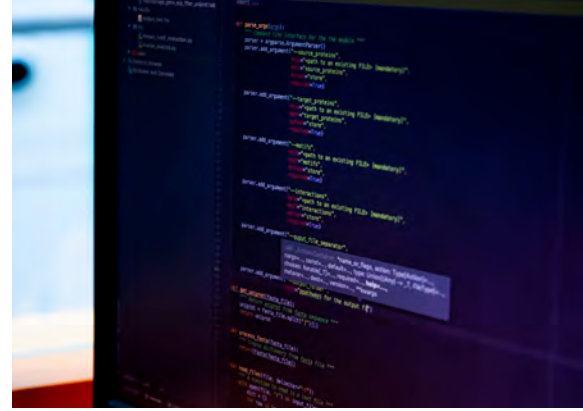
The Earlham Institute's mission is to decode the scale and complexity of living systems so we can understand, benefit from, and protect life on Earth

Bringing together multi-disciplinary expertise in the life sciences with engineering, computational science, and biotechnology, we are:

- Answering fundamental and important biological questions
- Pioneering the development of new technology and enabling resources
- Using our unique skills, knowledge, and infrastructure to address global challenges
- Training the next generation of scientists and upskilling the community
- Collaborating with academia and industry to realise the impact of our science
- Engaging with policy makers, the public, and stakeholders about our science

To read more, see

[earlham.ac.uk/our-vision-and-mission](https://www.earlham.ac.uk/our-vision-and-mission)



## Research strategy.

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To achieve our mission and vision we have set out strategic research themes to accelerate life science research, deliver global societal impact, and put the Earlham Institute at the forefront of advancing knowledge in the area of data-intensive biological research.

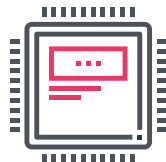
We have four Strategic Research Themes, and sitting alongside these, a commitment to our people, recognising the importance of our community and workplace culture in achieving success:

- Data Intensive Bioscience
- Technology Development
- Systems and Synthetic Biology
- Addressing Urgent Global Challenges
- Supporting our People

This strategy provides a focus for our efforts but is not designed to be all-encompassing, recognising the value of curiosity-driven science and the need to be agile so we can exploit new opportunities as they arise.

For more on our research strategy and commitment to our people see:

[earlham.ac.uk/our-strategy](https://earlham.ac.uk/our-strategy)



# The EI Board structure

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The EI's Board is currently chaired by Professor Peter Holland. There are currently nine non-executive Trustee Directors; their collective experiences include: scientific research, commerce, finance and law.

Full details of the current Board members can be found at <http://www.earlham.ac.uk/governance>.

This recruitment is to appoint an additional Trustee Director with scientific experience to the Board.

## Duties and responsibilities of a Trustee Director

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The responsibilities of Trustee Director individually, and therefore collectively as a Board of Trustee Directors, include:

- To uphold the fiduciary duty invested in the role of trustee.
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document, and always acts in its best interests.
- To ensure that the organisation uses its resources exclusively in furtherance of its charitable purposes.
- To exercise their duty of care, using their professional skills where appropriate and / or taking appropriate professional advice in all matters where there may be material risk to the charity.
- To ensure sound financial management and the long-term stability of the organisation, the protection and management of the Charity's property, and the proper investment of the Charity's funds.
- To contribute actively to the Board's role in agreeing strategy, policy, the overall organisational budgets, target-setting and evaluation of performance and supporting the Director and EI staff in their implementation.
- To safeguard the organisation's reputation and values and to understand, be committed to, and actively promote its core objectives.
- To avoid any personal conflicts of interest and to observe the organisation's conflict of interest policy.
- To prepare for, and participate in Board meetings and actively contribute to decision-making at such meetings.
- To support colleagues on the Board in carrying out their duties and use any specific knowledge / experience to help the Board reach sound decisions.
- To ensure the effective and efficient administration of the organisation.
- To observe fully the Trustee Code of Conduct, participating actively in systems for performance review and continually strive for the highest standards of governance.

# Candidate specification - Trustee Director (General).

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The new appointee should be sensitive to the demands of trusteeship, including:

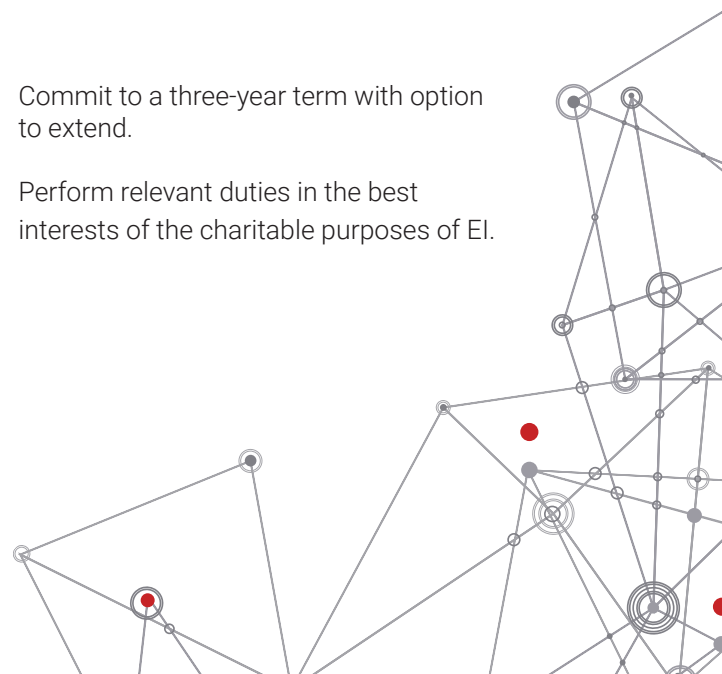
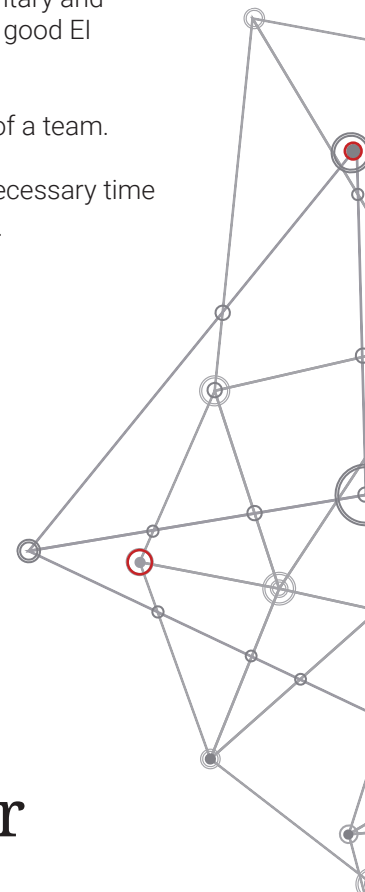
- Awareness of, and sensitivity to, the political environment in which the organisation is operating.
- Strategic and creative thinker.
- Commitment to maintaining strict confidentiality concerning all EI matters that are not in the public domain.
- Sound independent judgement.
- Ability to assimilate and interpret wide-ranging types of information, including financial information.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and, specifically, of the distinction within charitable companies of the role of the Board and its responsibility to set and monitor the strategic direction of the organisation, compared with the executive functions of staff for implementing strategy and managing the day to day operation of the charity.
- Commitment to the "Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership (Nolan Principles).
- Commitment to follow the Good Governance Code of Practice for the Voluntary and Community Sector and other good EI governance guidance.
- Ability to work as a member of a team.
- A willingness to devote the necessary time and effort to fulfilling the role.

## About the role - EI Trustee Director (Scientific experience).

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The Scientific Trustee will:

- Deploy their scientific knowledge and experience to further the organisation's interests which will include:
  - Representing EI in the scientific arena especially with key stakeholders and partners.
  - Assist with the scientific direction and policies of the organisation.
  - Provide advice on the reporting of the scientific programme.
- Commit to a three-year term with option to extend.
- Perform relevant duties in the best interests of the charitable purposes of EI.



# Person specification.

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The successful applicant will be:

- A highly regarded and successful scientist with interest in a scientific field that is relevant to EI's vision, mission and strategy.
- Recognised in the UK and internationally as a leader in their field.
- Extensively experienced in being a principal investigator in scientific projects.
- Able to advise on best practice and scientific policies relevant to EI.
- Have experience as a member of relevant boards or committees.

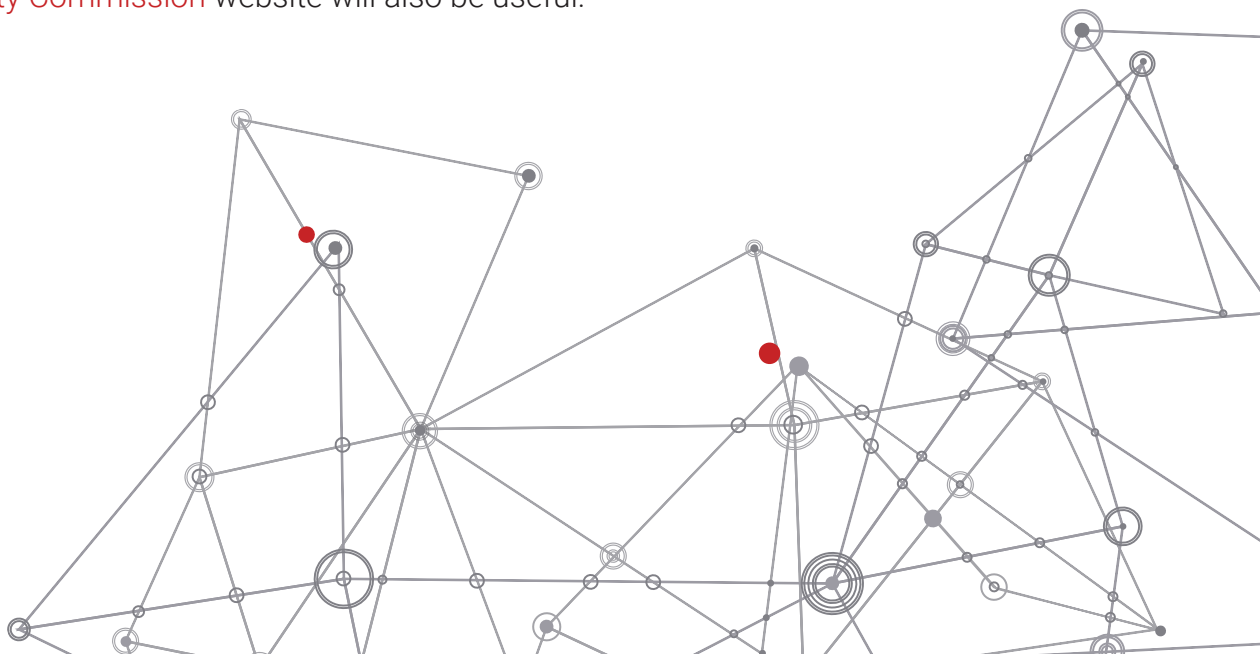
# Recruitment process.

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You should make your application by forwarding your CV, equal opportunities form and a covering letter saying why you should be appointed to this post together with a personal statement addressing the candidate specification to support your application. We suggest this is no more than two sides of A4 as a Word document. These should be sent to [ei.chair@nbi.ac.uk](mailto:ei.chair@nbi.ac.uk).

You will find it useful to have a look at our website before applying - [earlham.ac.uk](http://earlham.ac.uk).

The [Charity Commission](http://www.charitycommission.gov.uk) website will also be useful.







# Norwich Research Park.

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We are partner Institute of the  
Norwich Research Park.

Situated on a campus that stretches across  
1 kilometre, the Norwich Research Park is a  
world leading location for research, innovation  
and business.

The park is home to six research organisations:  
the Earlham Institute, John Innes Centre, The  
Sainsbury Laboratory, the Quadram Institute,  
the Norfolk and Norwich University Hospital,  
and the University of East Anglia.

For more on Norwich Research Park see:

[norwichresearchpark.com](http://norwichresearchpark.com)







[earlham.ac.uk](http://earlham.ac.uk)