

## Role Description: Chairman of the Committee on Candidates

### Introduction

The Chairman has an important role in leading the Committee on Candidates and establishing an environment that enables the Committee and its members to secure long-term success in delivering outstanding candidates for Parliament, Police and Crime Commissioner and Combined Authority Mayoral roles, in accordance with the requirements of the Party Constitution.

### Main duties and responsibilities

- To chair meetings of the Committee on Candidates.
- To chair any sub committees of the Committee on Candidates (or appoint others to chair).
  - In doing so:
    - Instigate and facilitate discussions on the strategic development of the workings of the Party's candidate function.
    - Create an environment with strong working relationships and where challenge and scrutiny are welcomed.
    - Encourage all Committee members to contribute their skills, experience and opinions in order to achieve adequate scrutiny.
    - Provide clarity and vision.
    - Ensure the smooth running and conduct of the meetings.
- To chair candidate related meetings such as 'wash up meetings' following Assessment Centres, 'paper sifts', any meetings related to a by-election and any relevant debrief meetings (or delegate such of these appropriately, if necessary).
- To report regularly to the Party Board on all issues within the Committee's remit.

### Leadership

- Lead the Committee on Candidates whilst working with the head of the Candidates' Team at CCHQ to ensure operational implementation of strategy.
- Hold the staff team to account for effective management and delivery of strategic aims and objectives.
- Provide leadership and support to the staff team.
- Represent the Committee on Candidates at functions, meetings and in the wider media (in line with the Party's media strategy).

### Setting strategy

- In line with the constitutional functions outlined in Schedule 6 the Chairman will ensure that:
  - Rules, procedures and guidance for the selection of candidates (at all levels) are clear, effective, kept up to date, and responsive to feedback from those having to apply them.
  - The approved list is maintained and a robust process of admittance to the list and reappraisal of those on the list is sustained.
  - The 'by-election' process is run effectively.

- The Chairman will set the pace, champion and challenge other stakeholders on outreach, to fulfil their function to identify good quality potential candidates.
- The Chairman will ensure that there is a suitable training platform in place that complements the competency framework and assessment process.

### Key stakeholders

The Chairman will build and develop relationships with:

- Other members of the Committee on Candidates.
- Members of professional staff in the Candidates' Team.
- Members of the Voluntary Party – especially National Convention Officers, National Convention members and other volunteers who come into contact with candidate selection processes.
- Members of the Party Board.
- Any other stakeholders that interact with the Party's candidate function.

### Governance

The Chairman is expected to:

- Facilitate effective meetings, working with the staff team in the production of agenda and supporting papers.
- Ensure that there are proper mechanisms at meetings to deal with conflicts of interest or loyalty.
- Ensure that the Committee on Candidates regularly reviews its governance principles and creates governance principles where the constitution is silent.
- Ensure that all new members of the Committee on Candidates receive a quality induction to support them in their decision-making process and participation.
- Ensure that all members of the Committee on Candidates have available any training that they require or request.
- Ensure that the candidates' charter, assessors charter and association agreements upon selection are reviewed regularly.
- Be accountable for the Committee's work, to key stakeholders.

### Values

- Be a champion in upholding the values and standards of the Party by example and ensure that the Committee on Candidates embodies and emboldens those values when transacting its business.
- Call out and challenge instances where others depart from the Party's values or standards.

### Personal specification

- Credible and demonstrable commitment to the values and principles of conservatism, and to the Party.
- Highly developed diplomatic, interpersonal and communication skills, and the ability to balance multiple stakeholders, in demanding situations.
- Ability to understand complex strategic issues, analyse and resolve difficult problems.
- High levels of resilience.

- Sound judgement and common sense, and high standards of personal integrity and probity.
- High level of understanding of recruitment, HR and talent planning.
- Proven leadership skills.
- Experience of committee work.
- Sufficient time and commitment to fulfil the role. Commitments of the role include:
  - 8 Party Board meetings per year.
  - Regular meetings of the Committee on Candidates.
  - Regular meetings of sub-committees, panels etc.
  - Regular meetings with the Executive Director and/or team.
  - Attendance at functions, Party Conference and other Party events.
  - Time for reading and writing papers.

The actual time requirement will vary widely from week to week (at some points becoming virtually full time), therefore flexibility and strong time management are key requirements.

- Whilst direct experience of the candidate process as an applicant/candidate may be helpful, this may conflict with the need for objectivity, especially if such experience is recent (or intended in future).

**Applicants should ensure that their CV and/or covering letter make reference to their fulfilment of the requirements of the role. There will be no further opportunities to provide further information prior to shortlisting.**

### Selection process

- Applications should be made by email to [national.convention@conservatives.com](mailto:national.convention@conservatives.com), with the subject line “Candidates Committee”, and should include as attachments a 1 page covering letter and a 2 page CV (as a single or separate attachments).
- The closing date for applications is **Friday 15th November**.
- Shortlisting, requests for further information, and due diligence checks will then be undertaken.
- Interviews will take place in late November.