

## **CIISA Board – Non-Executive Member**

The Creative Industries Independent Standards Authority, CIISA, is a new body being established to uphold and improve standards of behaviour across the creative industries, including preventing and tackling all forms of bullying and harassment of a discriminatory nature.

A number of serious allegations being made in the public domain relating to the creative industries have highlighted the urgent need for an independent standards authority for the sector. Since 2022 we have been working with a small team to develop the proposition for CIISA and foster extensive support from stakeholders across the creative industries.

Our vision is to help create consistently safer and inclusive workplaces for creative industry professionals, to be a single place of accountability where behaviours of concern can be reported and investigated, and to build capability to prevent and tackle bullying and harassment and bullying and harassment of a discriminatory nature.

With detailed plans and seed funding in place, we now need to implement the governance arrangements which will enable CIISA to ready itself for the final phase of its creation: its first funding call for years one and two and the launch of initial services for the Film & TV, Music and Theatre sectors at the end of 2024.

We are therefore seeking to appoint the Chair and first four non-executive members to the new CIISA Board. This new Board will work with CIISA's Executive Team to bring our plans to fruition, setting CIISA's strategic direction and providing oversight of delivery.

Our first Board members will together bring a wealth of experience of the creative industries and regulation, the passion for making a difference and the energy and commitment to realise our vision.

The pack provides more information about the role and how to apply. You can find out more about CIISA on our website at [ciisa.org.uk](https://ciisa.org.uk).

We look forward to hearing from you.

*Dame Heather Rabbatts*

Dame Heather Rabbatts  
Founder Chair

## **CIISA Board**

The CIISA Board will be CIISA's governing body, responsible for the oversight, vision, and strategic direction of CIISA, alongside scrutiny of CIISA's performance, risk management and governance arrangements. It will also be responsible for ensuring CIISA maintains its independence and impartiality - crucial for its credibility - alongside ensuring CIISA is building confidence and trust in its service offering within all sectors of the creative industries.

The CIISA Board will comprise the Chair, up to eight non-executive members and the CEO. We are appointing the Chair and first four members now to support the next phase of CIISA's co-creation, with further non-executive appointments to the CIISA Board anticipated from 2025. Initial appointments will be for a three-year term which will be subject to review after the first year.

CIISA is a company limited by guarantee and the Board members will be its directors.

## **Role description**

CIISA's first Board will be instrumental in realising CIISA's ambitions. Non-executive Board members will:

1. make timely and valuable contributions to inform the CIISA Board's discussion and decisions, drawing on their field of experience.
2. contribute to the Board's review and approval of CIISA's strategy, objectives and services, scrutinising performance reports to ensure delivery.
3. support the Chair in ensuring that robust governance arrangements are in place and that these are working and remain appropriate as CIISA develops, including systems for the integrity of CIISA's internal financial and other controls.
4. support the Chair in oversight of performance of the Chief Executive and their team in delivering CIISA's strategy, objectives and services effectively and efficiently, providing independent and constructive challenge and support.
5. participate in ad-hoc working with the Executive Team on specific areas of interest/priority on behalf of the Board as required.
6. participate in other work of the Board as required, including serving as chair or member of one or more of the Board committees it is anticipated will be established in due course<sup>1</sup>.

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<sup>1</sup> Anti-Discrimination Committee; Finance, Audit, Risk & Resources Committee; Nominations Committee

7. engaging with stakeholders or other activity on CIISA's behalf as required.

**As a Board Member, you will:**

1. prepare for and attend meetings of the Board and other meetings as required and appropriate.
2. engage openly with other Board members in constructive discussions and debate, recognising that decisions are usually made through consensus and supporting the agreed position of the CIISA Board.
3. understand and value the importance of inclusivity and CIISA's commitment to anti-discrimination.
4. contribute your own professional experience to guide the development of CIISA in a way that is supportive, collegiate and adds value.
5. help foster and maintain positive and constructive relationships between the Board and CIISA's Executive.
6. champion CIISA's commitment to independence and continuous improvement.
7. uphold high standards of integrity and probity and support other Board members and the Executive Team in instilling the culture, values and behaviours at CIISA that are consistent with its purpose and vision.
8. attend any agreed training and development activity.

## **Person specification**

The CIISA Board seeks to be as representative as possible of the sectors it serves. We therefore welcome candidates of any age, race, sex, sexual orientation, religion or belief, and candidates with disabilities. Applications are encouraged from candidates living/working in any of the UK's four nations.

**Eligibility:**

- **Experience:** We are seeking four non-executive Board members, two of whom will bring experience from working at a senior and strategic level in the UK regulatory sector, and two with experience of working at a senior and strategic level in one (or more) of CIISA's initial creative industries sectors (Film & TV, Music, Theatre).
  - **Independence:** Candidates must be able to demonstrate independence in carrying out their role. Independent means someone who is not engaged or employed (either currently or in the recent past) in the creative industries. Board members should also not be engaged or involved in relevant special interest or campaign groups within the creative industries that might prejudice their independence when carrying
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out their Board role. Before applying, candidates should consider carefully to ensure that they do not have:

- any outside interests that may (or may be perceived to) conflict with CIISA's role as an independent standards authority working across the creative industries.
- any possible reputational issues arising from past action or public statements etc.
- any political roles held or political campaigns supported (either currently or in the past).

### **Essential Criteria**

- Clear understanding of the role of a Board and its members as distinct from that of the Executive Team (prior non-executive experience is not essential).
- Passion and commitment to CIISA's purpose and vision and able to demonstrate understanding of the issues that CIISA is seeking to address.
- Strategic thinker with ability to analyse complex issues and promote innovative solutions to help the Board think through options, risks and mitigations.
- Exceptional communication skills and ability to provide constructive and independent challenge.
- Team player, able to work collaboratively with colleagues on the Board and Executive.
- Appreciation of the operational challenges of organisations carrying out investigatory and regulatory activities; experience of the strategic performance management of these organisations would be welcome.
- Willingness to devote time to support CIISA's development through this critical next phase.

**Time commitment and remuneration:** a time commitment of up to 1 day per week is anticipated during the first year, which will reduce thereafter; £20k p/a.

### **Recruitment process**

To apply, please send your CV and covering letter (max two sides of A4) setting out how you meet the above criteria and what you would bring to the role to [boardrecruitment@ciisa.org.uk](mailto:boardrecruitment@ciisa.org.uk) by midday on Wednesday 17 April. Please also complete and return the diversity monitoring form.

Candidates will be shortlisted against the person spec. It is anticipated that panel interviews will be held in late-May involving the Chair of the CIISA Board once they are appointed.

The recruitment process is being overseen and administered by an independent governance consultant, Victoria Finney.

For further information or if you have any questions, please contact Victoria at [boardrecruitment@ciisa.org.uk](mailto:boardrecruitment@ciisa.org.uk).