

## CIISA Board Chair

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 for CIISA Board Chair**

CIISA's first Board Chair will be instrumental in realising CIISA's ambitions. The Chair will:

1. lead CIISA's Board, setting its direction as CIISA's governing body and taking overall responsibility for its effective functioning. This includes providing demonstrable leadership and ensuring the Board works effectively and efficiently and has the information it needs to fulfil its role.
2. lead the Board's review and approval of CIISA's strategy, objectives and services, ensuring processes are in place to review progress in delivering these.
3. ensure robust governance arrangements are in place and working and that these remain appropriate as CIISA develops, including systems for the integrity of CIISA's internal financial and other controls and for the succession of Board members.
4. build and maintain a constructive, supportive and appropriately challenging working relationship with the Chief Executive, providing wise counsel, as well as regularly reviewing their performance.
5. lead the process for the recruitment of CIISA's first permanent Chief Executive in due course.
6. build and maintain an effective relationship with the Chair of the CIISA Finance Board, the separate company being established to collect the voluntary financial contributions from the sectors that will fund CIISA's work; this two-company model will help ensure that CIISA is independent of its funders and can investigate without fear or favour.
7. represent and serve as a key ambassador for CIISA, with exceptional communication and stakeholder engagement skills.

8. participate in other work of the Board, including serving as a member of one or more of the Board committees it is anticipated will be established in due course<sup>1</sup>.

### **As Board Chair, you will:**

1. chair meetings of the Board, ensuring they are run effectively and inclusively in line with the agreed agenda.
2. maintain a strategic focus, facilitate and encourage views from Board members in meetings in order to debate and reach decisions through consensus where possible, effectively summarising decisions or direction taken by the Board.
3. understand and value the importance of inclusivity and CIISA's commitment to anti-discrimination.
4. help foster and maintain positive and constructive relationships between the Board and CIISA's Executive Team.
5. mentor the Chief 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. contribute your own professional experience to guide the development of CIISA in a way that is supportive, collegiate and adds value.
9. encourage Board members' participation in and support for CIISA activity beyond formal meetings in a manner that is consistent with their role as a Board member.
10. 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:** The Chair must have senior leadership experience, preferably at Board level, in either the UK regulatory sector, or in one (or more) of CIISA's initial creative industries (Film & TV, Music and/or Theatre).

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

- **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 out their Board role. Before applying, candidates must consider carefully to ensure that they do not have:
  - o 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.
  - o any possible reputational issues arising from past action or public statements etc.
  - o any political roles held or political campaigns supported (either currently or in the past).

**Essential skills/other experience:**

- Significant experience of operating at Board level, including chairing of Board and/or high-level committee.
- Passion and commitment to CIISA's purpose and vision and able to demonstrate understanding of the issues that CIISA is seeking to address.
- Strong experience of providing constructive and independent challenge to Boards and senior leaders.
- Strategic thinker with ability to analyse complex issues and promote innovative solutions to help the Board think through options, risks and mitigations.
- Exceptional facilitation skills to foster open and inclusive debates and effective discussions within a diverse setting.
- Highly developed interpersonal, communications and networking skills, with the personal credibility, ability and willingness to promote CIISA to the wide range of stakeholders including in the political space.
- Understanding of the operational challenges of organisations carrying out investigatory and regulatory activities; experience of the strategic performance management of these organisations would be valued.
- Energy and willingness to devote considerable time to support CIISA's development through this critical next phase, particularly during the first year.

**Time commitment and remuneration:** up to 2 days per week is anticipated during the first year with the time commitment expected to reduce thereafter; £50k p/a.

**Recruitment process**

To apply, please send your CV and covering letter (max two sides A4) setting out how you meet the above criteria and what you would bring to the role to 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 interviews will be held during w/c 13 May.

The successful candidate will be involved in the interviews for the other CIISA Board members which we hope to hold in late May.

All Board members will be asked to register any potentially relevant interests or activities on appointment and to keep these updated throughout their tenure.

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).