

Vacancy for Chair of APEAS

The Architects' Professional Examination Authority in Scotland (APEAS) is prescribed by the Architects Registration Board (ARB) and validated by the Royal Institute of British Architects (RIBA) to offer the Part 3 Examination in Scotland i.e. the final qualifying professional examination for Architects.

APEAS therefore plays a vital role in the development of aspiring Architects and of the profession as a whole.

APEAS is now seeking to appoint a Chair of its Board of Directors, who will have:

- a demonstrable interest in architecture, built environment and architectural education
- an understanding of, and a keen interest in, professional standards and governance
- significant leadership experience
- a strong personal commitment to the objectives and values of APEAS

This role is not remunerated, but all reasonable costs associated with its effective discharge will be met. The Board normally meets 4 times a year (two in person in Edinburgh and two online via Teams) and the overall indicative time commitment expected is 30 hours annually. The role is supported by a Vice Chair and secretariat. APEAS is committed to equality and diversity and welcomes applications from under-represented groups.

See below for role and person specifications plus expected time commitment. If you would like any further information, including details of the selection process, please contact Antony Eddison, CEO, at antony.eddison@apeas.org.uk

APEAS is both a company limited by guarantee and a charity registered in Scotland.

To apply for this post please send a copy of your CV to Antony Eddison, CEO at antony.eddison@apeas.org.uk.

The closing date for the receipt of applications is **Friday 27 September 2024**.

Statement from Previous Chair

For three years I have had the privilege of being Chair of APEAS. This followed quite a few years as an examiner for Scotland's Part Three examination body.

I can honestly say that it has always been a pleasure working with the Board. It is not hard to be a Chair when you have such an enthusiastic, passionate and skilful Board to help you achieve your goals.

Like myself, the new Chair will be guiding the Board through exciting and interesting times. Not least of these is ARB's push towards an updated architectural education system in the UK. APEAS is very well placed to contribute to this debate and, if our current negotiations are anything to go by, these will be very interesting and useful discussions.

APEAS is recognised as providing an excellent examination process. However, we have never taken this excellence for granted and are always trying to improve. That has been my mantra during my tenure and I trust that APEAS is in a better and stronger place than it was when I started. No doubt the new Chair would love to have a similar achievement.

APEAS immediate-past Chairman

Role Specification

The Chair is responsible for:

- The leadership and effectiveness of the Board.
- Ensuring that the Board's agenda includes all of the issues that it needs to discuss in order to meet all of its responsibilities as set out in the Board's Statement of Primary Responsibilities

The Chair will:

- Ensure that the Board maintains a clear vision, ethos and strategic direction for APEAS, taking account of sustainability and risk.
- Ensure that the Board maintains effective oversight of all aspects of APEAS performance and governance and the effective use of resources.
- Ensure that APEAS is well connected with its stakeholders.
- Promote the Board's wellbeing and efficient operation, ensuring that all Directors work together effectively and have confidence in the procedures laid down for the conduct of business.
- Participate in appeals, complaints, disciplinary and grievance processes as necessary.
- Maintain a constructive and challenging working relationship with the CEO and will, on behalf of the Board, conduct an annual appraisal of the CEO's performance.

The Chair will be supported in all of the above by APEAS staff.

Person Specification

Professional experience/standing:

- Essential*
- An Architect with substantial experience of practice.
 - Leadership in a professional and/or voluntary capacity.
 - A personal and professional commitment to:
 - The objectives of APEAS
 - Professional standards
 - Excellence in professional development
 - Effective, open and transparent governance
 - An understanding of architectural education in Scotland and the role of the ARB and the RIBA.
 - Board and/or senior management experience in a context relevant to APEAS.
- Desirable*
- Knowledge of/experience in the development of assessment methodologies and in their practical application.

Personal attributes:

- Essential*
- Effective and persuasive communicator with an engaging demeanour that encourages participation and welcomes constructive challenge.
 - A willingness to engage with a number of stakeholders.
 - Impartiality, objectivity and tact.
 - Integrity, and an ability to respect confidences.
 - A demonstrable commitment to equality and diversity.
 - Resilient and decisive when required
 - A willingness and ability to engage with young aspiring professionals.

Period of Appointment

The Chair will be appointed for an initial period of four years, at the end of which the appointment may be renewed by the Board subject to satisfactory performance appraisal and the skills, knowledge and experience requirements of the Board at the time of the renewal. Reappointment is not automatic and will be limited to a maximum of 2 periods, each of four years' duration.

Time commitment

The overall indicative time commitment expected is 30 hours annually. The Chair will be expected to attend and Chair all Board meetings and contribute to other Board business as required. There are normally 4 Board meetings per year, which usually take place on a Wednesday morning at the RIAS in Edinburgh or online. An indication of the sort of other Board business the Chair will be expected to carry out is provided in the Chair's responsibilities and duties listed above.