



Job description – Chair

Mercian Staff Development Group

Role

To ensure the efficient and effective delivery of a range of training opportunities to member institutions through the Mercian Staff Development Group (MSDG).

The Chair will rotate every two years and be chosen by MSDG members.

Key responsibilities

1. To ensure that the annual cycle of planning and reporting is carried out by group members
2. To ensure that the training provided meets the needs of the whole range of staff across all member institutions.
3. To act as a key point of communication between the MSDG and the Directors group for reporting purposes and to ensure that the training provided meets the strategic aims of the Directors Group.
4. Keeps the structure and organisation of the committee under review to ensure it meets the evolving needs of the group.
5. Represent the group (or delegate as appropriate) in the wider professional community as appropriate.
6. Oversees projects as necessary.

Time commitment

1. The Chair will be expected to attend three Mercian Staff Development Group meetings a year at member institutions or online.
2. The Chair will be expected to chair additional online MSDG Officers meetings as needed.
3. The Chair will be expected to attend any additional meetings requested by the Directors group.

Knowledge & Experience

1. The post holder will be a member of the MSDG and will have some responsibility for staff development at their member institution.
2. They will keep up-to-date on professional issues and horizon scanning, which may influence the work of the group.