



**CIOB**

The Chartered  
Institute of Building

# **LOCAL HUB COMMITTEE RECRUITMENT 2022**

## **Guidelines for Candidates**

**Applies to Established Hubs only**

**These Guidelines are produced in accordance with Regulation 3.10 of the Hub Regulations**

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## WHAT IS A LOCAL HUB?

**A Local Hub is an administrative point within a geographic area.**

**Hubs can plan and deliver events, provide CPD, give support and guidance to members, as well as engage key employers, local government and the education sector. Local Hubs report to the Members Forum.**

**Local Hubs are focussed around cities/major towns and provide members with increased flexibility to function at locations of their choice.**

**Members are assigned to a Local Hub based on their primary address. This is the address used to send all official Institute communications, including but not limited to subscriptions, as notified by the Member.**

## WHAT IS AN ESTABLISHED LOCAL HUB?

**Established Local Hubs have a minimum of 100 Chartered members within the Hub boundary. (The exception are those granted Established Hub status prior to June 2016)**

**Established Hubs have dedicated administration support, budget and Hub Committee.**

# WHAT IS A LOCAL HUB COMMITTEE?

## TERMS OF REFERENCE

- To increase the awareness and understanding of the Institute within the Local Hub
- To identify and engage with Local Stakeholders to promote the values of the Institute
  - Stakeholders - Government, academia, industry (Client, Contractor and supply chain), other associations.
- To ensure that the activities of the Local Hub align with the Corporate Plan in force at the time
- To maintain and promote the Institute to all grades of membership, non-members and support the growth of its membership
- To oversee the strategic delivery of delivery of events (including CPD) to members and other interested parties to help drive professional standards
- To facilitate and encourage networking and best practice locally and more widely
- To promote equality, diversity and inclusion among the Committee and the Local Hub in respect of but not limited to age, gender, ethnicity, religion, disability and sexual orientation.
- To provide inspiration and direction to the Local Hub
- To support and mentor members and prospective members
- To bring the voice of the Local members to Members' Forum.

## ROLES

The Local Hub Committee may decide to assign roles to the Committee member in accordance with the terms of reference or key activities of the Local Hub at the time.

These roles could include event leaders, communications, employer engagement, Professional Review, education or external affairs

## TENURE

The tenure of a Committee member shall be 3 years, unless otherwise stated.

A Committee member can apply for a second term of 3 years, however, must satisfy the recruitment procedure in place at the time of re-application.

On completion of 2 terms (6 years) a member must stand down from the Local Hub for a period of 1 year.

The tenure of the Vice Chair shall be 2 years, followed by 2 years as Chair.

## RECRUITMENT FOR LOCAL HUB COMMITTEE MEMBERS

The Local Hub Committee will establish the number of vacancies that it is recruiting for in line with the Hub Regulations.

### HOW DO I APPLY?

The Local Hub Committee will advertise the number of vacancies within the Committee, advertise as widely as possible within the Local Hub boundary and determine the timeline for recruitment. Application is by completion of an application form.

### PERSON SPECIFICATION / DUE DILIGENCE

To be eligible to apply for a position on a Committee, a person shall:

- Be a Chartered member (MCIOB/FCIOB)
- Be active in the built environment
- Have a primary address or be working within the Local Hub boundary
- Be committed to the development of the CIOB within the Local Hub
- Be committed to attend Local Hub Committee meetings and other functions as required

The statements must be written by the candidate submitting the application. If during the course of the process the Recruitment Team become aware that the statement has been written by a third party – the application will be withdrawn from the process.

### APPLICATION PROCESS

The assessment is in two (2) stages -

- a written application followed by short-listing,
- An interview.

### Written Application

Candidates will first be asked to complete a written application. The Recruitment Team (a sub-group of the Local Hub Committee) requires that a candidate demonstrates that they have the appropriate skills for the role by completing a short application setting out **why they want to join the Committee and what they can bring** in no more than 300 words.

It is recommended to candidates to use these Guidelines to structure their response.

The Recruitment Team shall consist of the Hub Chair (or appointed representative), a Committee member and Institute Regional staff member (acting as adjudicator to the process).

On receipt of applications the Local Hub staff will undertake due diligence on all applications received. Then each application will be assessed by members of the Recruitment Team.

## Interview

All short-listed candidates will be invited to a short interview, carried out by the Recruitment Team. The interview will take approximately 30 minutes and will either be held face to face or virtual as determined by the Recruitment Team.

The Interview will consider the response to the candidate's application and other question areas.

**Please note - Responses should be made with specific examples. If generic answers are provided, the answer may be discounted.**

Once the evidence has been gathered and the interview is completed, the candidate should be free to ask any questions. The Interviewers will not be able to discuss your success in the interview or your performance.

At the close of the interview, the Recruitment Team will notify candidates of when a decision will be made and the process for informing the candidate of the outcome.

The Recruitment Team shall recommend candidates to the Local Hub Committee to join the Committee. This process can take place outside of a Committee meeting, with the outcome minuted at the next meeting.

New members to the Committee can join on appointment however all tenures commence at the start of the Governance year - June.

## **RECRUITMENT FOR LOCAL HUB COMMITTEE VICE-CHAIRS**

The Local Hub shall notify the Local Hub Committee of a vacancy for Vice-Chair and ask for candidates from the Committee to come forward within a specified period of time. Should no candidate come forward, the Local Hub Committee shall advertise as widely as possible for the role with the Local Hub boundary.

The application process will be as above for the Local Hub Committee members with the following changes:

- Recruitment Team will consist of Local Hub Chair, Hub Committee member, member of the Nominations Committee and an Institute Regional staff member (acting as adjudicator to the process).
- Candidates must apply to the Local Hub Committee by completing an application form demonstrating **how they will bring leadership, inspiration and direction to the Local Hub and how they would engage with the Stakeholders to raise the profile of the Institute** in no more than 300 words.
- The Recruitment Team when moderating the statement will be looking for the candidate to have answered the specific sections of the question, to include but not limited to showing leadership, inspiration, engagement and knowledge of the Local Hub, Stakeholders and the industry.

## **APPEAL**

Should a candidate that has followed the recruitment process be rejected, they have the right to appeal the decision of the Recruitment Team to the Nominations Committee on the grounds of maladministration or malpractice. All appeals should be made in writing to the Nominations Committee at [governance@ciob.org.uk](mailto:governance@ciob.org.uk).

## **AUDIT**

The Nominations Committee shall audit the recruitment process as it sees fit.

## **TIMETABLE**

The timetable for recruitment to the Committee or Vice-Chair shall be determined by the Local Hub Committee.

## **FURTHER FEEDBACK**

Further feedback on the application process will be available by contacting the Local Hub staff team following completion of the recruitment process.

<b>Date Drafted</b>	<b>March 2022</b>
<b>Review</b>	<b>September 2022</b>
<b>Reviewer</b>	<b>Hub Team / Institute Secretary / Nominations Committee</b>