THE CHARTERED INSTITUTE OF BUILDING

LOCAL HUB
COMMITTEE RECRUITMENT

GUIDELINES FOR CANDIDATES

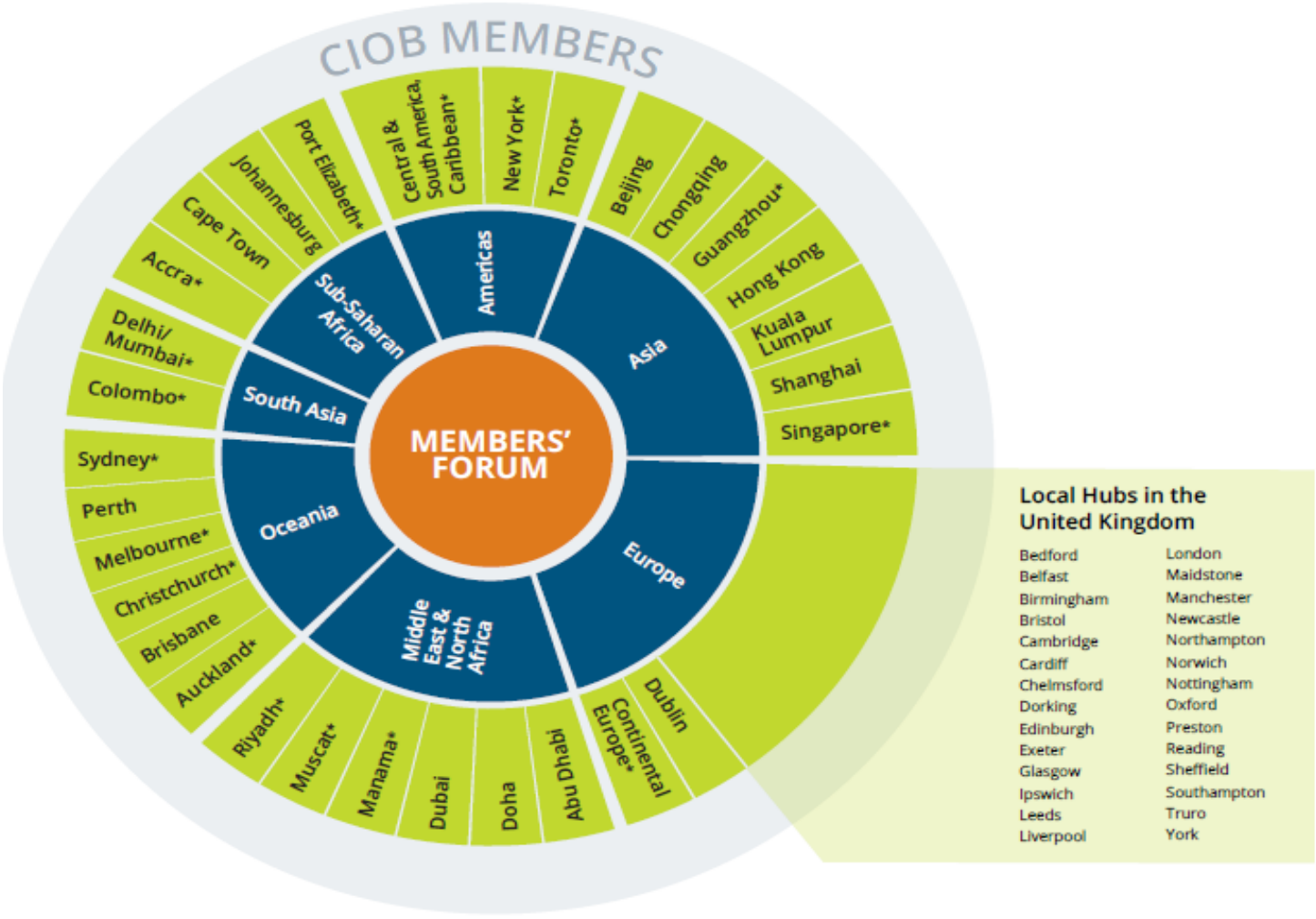
September 2017

WHAT IS A LOCAL HUB?

A Local Hub is an administrative point, which will deliver events and services within a geographic area. It will have dedicated staff, budget and a Local Hub Committee. 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 Regional Hubs.

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

Members shall be assigned to a Local Hub on successful membership application to the Institute based on the recorded primary address. The Institute shall use this address to send all official Institute communications, including but not limited to subscription renewals and ballot documentation.



*Local Hubs that are in development e.g. no committees or staff or only a mentor in post

The procedure for the establishment of the Local Hub Committee shall be dependent on the number of Chartered members within the Local Hub.

WHAT IS A LOCAL HUB COMMITTEE?

Terms of Reference

- To align the activities of the Local Hub with the Corporate Plan in force at the time
- To plan and deliver events and services (including CPD) within a geographical boundary to members and other interested parties
- To provide inspiration and direction to the Local Hub
- To support and mentor members
- To engage with local key employers, local government and education establishments
- To promote the CIOB to local stakeholders
- To report to the Regional Hub

Other roles within the Local Hub Committee

These are indications of the types of role that maybe required within the Local Hub Committee. All Committee members will work alongside the staff team to:

Finance

- Support the production of and monitor a 12 month business plan and budget in line with the Corporate plan and strategic goals
- To oversee KPIs and report back to hub committee

Events

- Support the production of and monitor a 12 month activity plan, assisting to put together topics for CPD events and source relevant speakers, venues and sponsorships in line with the Corporate Plan

Communication

- Work on communications for local members providing newsworthy articles for publication (advertising a company or organisation is prohibited)

Employer Engagement

- Highlight key employers in the Local Hub and pass contacts to the staff members
- Establish and maintain good relationships with local employers

PR

- Liaise with local staff to promote and raise the profile of the CIOB
- Work on communications for local media

Education

- Promote increased engagement with education providers utilising the Novus Local Group Champion

Policy

- Further develop relationships with Local Government, Employers, education providers and key stakeholders to increase the recognition of the CIOB within the Local Hub, and report to HQ as appropriate

RECRUITMENT TO LOCAL HUBS

For 2017, recruitment to the Local Hub Committees will be for **vacancies only**. The number of vacancies per Local Hub are listed below:

Regional Hub	Local Hub	No of Vacancies
Europe	Bedford	6
Europe	Belfast	2
Europe	Birmingham	2
Europe	Bristol	4
Europe	Cambridge	2
Europe	Cardiff	1
Europe	Chelmsford	3
Europe	Dorking	5
Europe	Dublin	1
Europe	Edinburgh	4
Europe	Exeter	5
Europe	Glasgow	1
Europe	Ipswich	5
Europe	Leeds	2
Europe	Liverpool	6
Europe	London	1
Europe	Maidstone	2
Europe	Manchester	5
Europe	Newcastle	3
Europe	Northampton	4
Europe	Norwich	4
Europe	Nottingham	3
Europe	Oxford	5
Europe	Preston	3
Europe	Reading	2
Europe	Southampton	5
Europe	Sheffield	6
Europe	Truro	4
Europe	York	5
Europe	Mainland Europe	6
Americas	New York	3
Americas	Toronto	2
Americas	Central, South America & Caribbean	2
Asia	Singapore	2
MENA	Doha	1
MENA	Manama	3
MENA	Muscat	2
MENA	Riyadh	2
Oceania	Auckland	3
Oceania	Brisbane	1

Oceania	Christchurch	3
Oceania	Melbourne	3
Oceania	Perth	1
Oceania	Sydney	2
South Asia	Colombo	3
South Asia	Delhi / Mumbai	2
Sub-Saharan Africa	Accra	2
Sub-Saharan Africa	Johannesburg	3
Sub-Saharan Africa	Port Elizabeth	3

The procedure for recruitment to a Local Hub Committee will depend on the number of Chartered members within the Local Hub.

OVER 100 CHARTERED MEMBERS

For 2017, the following Local Hubs have over 100 Chartered members (with vacancies):

- All Local Hubs within the Europe Region
- Doha
- Johannesburg

An application to the Local Hub shall be by written application form. All applications shall be assessed by the Nominations Committee.

A Local Hub Committee shall consist of 6 elected Chartered members. Tenures of the Committee members are staggered to ensure consistency.

- If the number of successful candidates after assessment is **more than** the number of vacancies, 2 candidates per vacancy will be put forward to an election.
- If the number of successful candidates after assessment is **less than** the number of vacancies, the Nominations Committee will appoint candidates to the Local Hub Committee to fill the vacancies.
- Any vacant positions on the Committee shall remain vacant until the next round of recruitment for that Local Hub Committee.

UNDER 100 CHARTERED MEMBERS

The Local Hubs with less than 100 Chartered members for 2017 recruitment are:

Regional Hub	**MENA**	**Sub-Saharan Africa**	**South Asia**	**Asia**	**Oceania**	**Americas**
Local Hub	Abu Dhabi Manama Muscat Riyadh	Accra Cape Town Port Elizabeth	Colombo Delhi /Mumbai	Singapore	Auckland Brisbane Christchurch Melbourne Perth Sydney	Central, South America & Caribbean New York Toronto

These Local Hubs shall consist of 3 Chartered members. Tenures of the Committee members are staggered to ensure consistency.

An application to the Local Hub shall be by written application form. All applications shall be assessed by the Nominations Committee.

Nominations Committee shall appoint successful candidates to fill the vacancies available.

Their role will be to champion the CIOB within the Local Hub boundary with the primary aim to grow Chartered membership and establish CIOB.

When the target of 100 Chartered members is achieved, the Local Hub Committee will be established by election.

PERSON SPECIFICATION

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

- Chartered member (MCIOB / FCIOB)
- Active in the built environment
- Primary address or be working within the Local Hub boundary
- Commit to the development of the CIOB within the Local Hub in accordance with the Terms of Reference
- Attend a maximum of 4 Local Hub Committee meetings each year and other functions as required

HOW DO I APPLY TO BE ON A LOCAL HUB COMMITTEE?

In order to stand as a Local Hub Committee member, the Board of Trustees ('the Board') requires that candidates first demonstrate their ability to perform the role. The assessment is by written application.

First – all candidates must be able to satisfy the person specification listed above.

Second – all candidates must complete a written application online. As part of the written application, candidates will be asked to provide a career resume and personal statement. This will not form part of the evaluation but will be published on the ballot paperwork for successful candidates going to election, or will form part of communications to Local Hub membership.

Unsuccessful candidates will receive written notification by email as soon as practicable after the closing date.

If an election is required, successful candidates will be asked to submit a head and shoulders jpeg photo for the election ballot site.

The personal statement should state why the candidate would like to be on the Committee and how they would develop it. **This is not a manifesto statement.**

Please note: the Nominations Committee reserve the absolute right to require modifications to personal statement content prior to publication. The word limit must be adhered to at all times.

THE APPLICATION FORM

All Candidates are required to prove and demonstrate that they have the adequate level of competency and skills required for the role.

The application form will be marked by the Nominations Committee. The CIOB Secretariat will operate a 'blind marking' scheme. Each application will be marked by 2 members of the Nominations Committee. If on review by the Secretariat there is a difference between the 2 marks or the application is borderline, a third marking will be carried out.

Only the information on the application form will be assessed.

The Nominations Committee will only be informed of the candidate's identity once the written application scoring has been completed and confirmed.

Competencies

Please note: a word limit of 300 words has been placed on each question. Only the first 300 words of any answer will be considered and therefore marked.

The Competencies evaluated on the application form are in the form of 3 questions:

1. Understanding the CIOB – a candidate is expected to be able to demonstrate an understanding of the CIOB through its aims and objectives and ethical standards, and how they, together with the Local Hub Committee would be able to contribute and deliver the objectives. Suggested references include www.ciob.org/about/governance.

2. Thinking and Vision – a candidate is expected to demonstrate how they would develop and share a vision for the future of CIOB / Local Hub, and how they would communicate and influence others. A candidate should use that knowledge of the industry to answer the question together with considering the impact of this on the Institute as a whole.

3. Team Leadership & Engagement – a candidate is expected to demonstrate the ability to provide a clear direction for a team, representing the views of others and leading them to achieve a goal.

THE ELECTION (Local Hubs more than 100 Chartered members)

If there are more successful candidates than the number of positions available, an election will be called.

Up to 2 candidates can be put forward for each position.

The number of votes a Chartered member can cast will be dependent on the number of vacancies for the Local Hub.

All Chartered members whose primary address falls within the Local Hub boundary will be eligible to vote. These are MCIOB, FCIOB, RetMCIOB, and RetFCIOB.

The elections will be **online only**. They will be managed through the third party provider Mi-Voice. (A postal ballot request service will be made available on request.)

The overall responsibility of the election and its validity lies with the Institute Secretary.

If an election polls less than 10% of the Local Hub electorate or 30 Chartered members of the Local Hub voting whichever is the highest, the election will be declared null and void. The Local Hub will then be guided for 1 year by the Regional Hub with no Local Hub Committee in place.

ASSESSMENT AND ELECTION TIMETABLE

October 2017 – Call for Applications
November 2017 – Assessment
Nov / Dec 2017 – Elections (if required)
W/c 11 Dec 2017 – Announcement of the results

FURTHER FEEDBACK

Further feedback on the application process will be available by contacting the Institute Secretary at localhubrecruitment@ciob.org.uk, once the election or appointment for the specific Local Hub Committee has been completed.

If you are unhappy or wish to make a complaint about any aspect of this written application process, please contact the Institute Secretary

Please note – complaints can only be made in relation to the process and not the decision of the Nominations Committee.