



ROLE DESCRIPTION: DESIGN QUALITY INDICATOR [DQI] CHAIRMAN

Title:	DQI Chairman
Remuneration:	Voluntary, non-executive role [non-remunerated] Expenses are refundable in accordance with the CIC expenses policy
Hours of work:	Variable It is expected that the role will average 8/12 hours per month.
Location:	Variable Meetings are generally held in Central London
Responsible to:	Business Panel/Chief Executive
Contractual status:	None
Start date:	26 June 2018
Issue date:	24 May 2018

The Design Quality Indicators (DQI) is a process for evaluating and improving the design and construction of new buildings and the refurbishment of existing facilities.

It has been owned and operated by the CIC since 1999.

DQI is designed to set and trace design quality at all key stages of a building's development and incorporated post-occupancy feedback. It plays a fundamental role in contributing to the improved design, long-term functionality and sustainability of building projects.

The DQI family currently consists of DQI Generic (2002); DQI for Schools (2005); and DQI for Health (2014).

CIC is seeking to re-establish a Management Board to oversee the future development of the DQI.

The DQI Management Board Chairman will be expected to chair four meetings of the Management Board during the year. The appointment will be for an initial three years.

The Chairman will be appointed - after open calls for applicants - on a three-yearly cycle.

The Chairman is entitled to attend Business Panel, Council meetings and General Meetings, as an observer.

Succession and term of office

The Chairman would normally serve for three years and is eligible to be reappointed for two further terms, as required

Time Commitment

There are no set hours for the role other than to attend meetings in accordance with the annual schedule of meetings, as summarised below, which would be agreed between the DQI Manager and the CIC Chief Executive.

Based on past experience, the time commitment would be variable but it is anticipated to be approximately 8-12 hours per month although in some months it may be higher and in others, less.

Role Description

The DQI Chairman will normally chair at least four meetings of the DQI Management Board meetings per year and is eligible to attend the Annual General Meeting (normally one evening per year); meetings of Council (normally three afternoons per year); and attend Business Panel meetings (6 morning meetings per year).

The DQI Chairman will require to be familiar with the policies and reports being discussed and to attend relevant briefings relating to these meetings.

The DQI Chairman will act as the CIC's principal interface with the Design & Quality Indicator - supported wherever necessary by the DQI Manager and will represent CIC, as necessary.

The DQI Chairman will be supported by the DQI Manager, as the principal spokesman for CIC on matters related to DQI.

In support of the DQI Manager, the Chief Executive and Chairman, the DQI Chairman will be asked to act as the company's principal representative on design quality matters, which will involve the presentation of CIC's aims and policies, both internally and externally.

Working with the DQI Manager, Chief Executive, Chairman, Board and staff, the DQI Chairman will help to ensure effective communication with members on all matters related to design quality and that the Company's obligations to, and the interests of its members related to design and quality, are known and understood by the Board.

Qualities

- Strategic leadership on all matters related to design and quality in construction
- Possesses tact, diplomacy and powers of persuasion
- Ability to grasp a wide spectrum of views
- Decision making
- Possesses relevant knowledge and expertise
- Has the relevant skills to run meetings well.
- Business development management experience, especially in the public sector would be useful.

CIC values and encourages diversity in our leadership teams and workforce. As part of our aim to deliver quality services we are committed to promoting equality and eliminating discrimination.

**Graham Watts OBE,
Chief Executive**

28.04.2018