

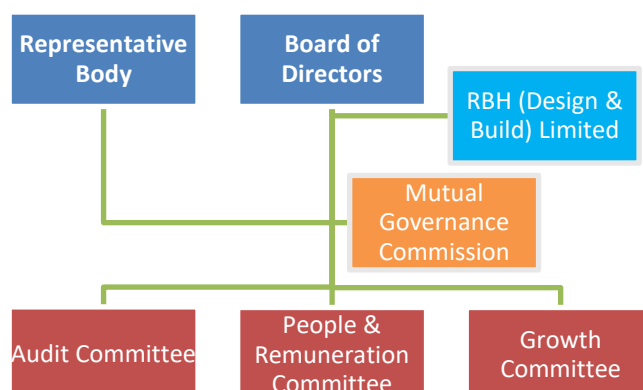


## ROLE PROFILE FOR: NON-EXECUTIVE DIRECTOR

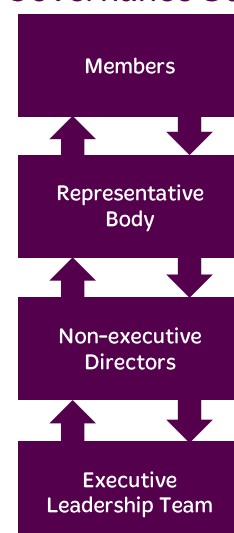
<b>Service Area:</b>	Board
<b>Grade:</b>	Non-Executive Director: Allowance of £4,100 paid in accordance to Services Agreement
<b>Hours of Duty:</b>	<ul style="list-style-type: none"> <li>At least 6 Board meetings a year and associated meeting preparation,</li> <li>2 - 4 Committee meetings a year,</li> <li>1 Board Away Day per year,</li> <li>2 Joint Board / Representative Body meetings a year,</li> <li>Occasional attendance at Representative Body meetings,</li> <li>Act as Board champion for one corporate strategy theme and liaise with executive lead and Rep Body Champion.</li> <li>Occasional visits to RBH events and sites,</li> <li>At least 1 hour email correspondence a week.</li> <li>Any additional responsibilities defined in Services Agreement</li> </ul>
<b>Special requirements:</b>	Responsible for own transport arrangements to RBH events – reasonable expenses will be paid in line with Board Expenses Policy.
<b>Workflow &amp; Project Information:</b>	Generally 60 % based in meetings, with 5 % of time out on visits and 35 % on report reading and correspondence with Board members.
<b>Resources:</b>	Responsible for RBH group budget and providing leadership to the Executive Team and employees; approximately 545 employees, 12,700 RBH homes and properties, 15,000 tenants.
<b>Job Purpose &amp; Outcomes:</b>	Strategic oversight, leadership and delivering effective governance of the society in collaborative partnership with the Representative Body.

### How this post fits within the team:

RBH Group Structure



RBH Governance Structure



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### Main areas of work:

#### Overview

- Provide appropriate oversight, governance and leadership to Rochdale Boroughwide Housing (RBH) in the pursuit of its strategies.
- Scrutinise the performance of the management in meeting agreed goals and objectives and monitor the reporting of performance.
- Ensure the integrity of financial and other information, and that systems of risk management are robust and defensible.
- Determine appropriate levels of remuneration of executive directors and have a prime role in appointing, and where necessary removing, executive directors, and in succession planning.
- Ensure that mutual nature of RBH and its values and principles underpin Board discussions and decision.

#### Values and Culture

- Upholding the Culture and Values of RBH by example and ensuring that RBH Culture and Values are reflected in Board discussions and decisions and promoted throughout the Society.
- Safeguarding RBH's mutual status and ensuring that the ethos of mutuality is reflected in RBH's work.
- Ensuring that the Society promotes equality and diversity for all its tenants, employees and other stakeholders
- Ensuring RBH meets its commitments to members and tenants and ensuring the interests of stakeholders and members are central to Board discussions.

#### Relationships

- Providing vision to RBH allowing it to capitalise on its unique position as a mutual society.
- Building and maintaining close relations with the Representative Body, RBH's members and stakeholder groups to promote the effective operation of activities.
- Working with partner organisations to ensure the effective delivery of services.

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### Strategy & Performance

- Analysing and contributing positively to the strategic development of RBH and other material/significant issues facing the Society.
- Establishing clear objectives to deliver the agreed plans and strategy and regularly review performance against those objectives.
- Ensuring the effective implementation of Board decisions by the Chief Executive and the Executive Management Team.
- Demonstrating, and being accountable for, the performance of the society in the delivery of the aims and objectives of the corporate strategy and reporting this to the Representative Body.
- Holding the Chief Executive to account for the effective management and delivery of the Society's strategic aims and objectives.
- Ensuring the long-term sustainability of RBH.
- Ensuring the Board of Directors sets challenging objectives for improving performance.

### Stewardship

- Ensuring that RBH complies with its loan covenants, constitution and any other applicable legislation and regulations.
- Maintaining the financial viability of RBH and ensuring the best use of financial and other resources in order to maximise the success of RBH.
- Ensuring that financial controls and systems of risk management are robust and that the Board is kept fully informed through timely and relevant information.
- Participating in the appointment of the Chief Executive and other senior employees, as appropriate.
- With the assistance of the Secretary, promoting the highest standards of corporate governance in compliance with regulatory requirements and best practice, where appropriate.

### Board Activities

- Participating fully in the work of the Board, ensuring the corporate responsibility of the Board of Directors.
- Attending, and possibly chairing, committees and other ad hoc meetings of the Board.
- Working co-operatively with other Non-executive and Executive Directors of RBH.
- Liaising and co-operating with, and being accountable to, the Representative Body, and having due regard of their opinions, as appropriate and ensuring they are reflected in Board discussions.

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- Participating in any Board induction, training and evaluation identified as an individual and as part of the Board or Committee.
- Working with other Directors on the annual performance evaluation of the Chair, as required.
- Undergoing an individual and Board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.
- Uphold the highest standards of integrity and probity, adhering to the Board Code of Conduct.
- Safeguarding the good name and reputation of RBH.

**Competencies:** There are 6 Technical competencies, 4 Personal competencies, 4 Leadership competencies and 8 Organisational competencies for this role.

### Technical competencies (knowledge and skills):

We are looking for:

- Highly developed commercial experience; **and/or**
- High level experience of working in a business enterprise or regeneration environment; **and/or**
- High level experience and skills working with stakeholders /residents/communities;
- Understanding and acceptance of the legal duties, liabilities and responsibilities of non-executive directors;
- Sound knowledge of corporate governance;
- An understanding of the challenges facing RBH and the communities we serve.

### Personal competencies:

We are looking for:

- A commitment to uphold mutual values, principles and ethos.
- A people focus with an empathy for others;
- Common sense and diplomacy; and
- Commitment, time and enthusiasm to fulfil the role.

### Leadership competencies:

We are looking for:

- Strong business acumen;
- Experience of strategic decision making;
- Highly developed interpersonal and communication skills; and
- Sound, independent judgement and the courage to stand up for what one believes in.

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### Organisational competencies:

- Customer Focus – has the commitment to putting customers first and ability to deliver a consistently high quality service;
- Communicating & Influencing – the ability to communicate spoken and written information clearly and effectively in a variety of formats with a diverse range of people. Takes account of their views and uses influence where necessary for a productive outcome;
- Working Efficiently and Effectively – ensures own and direct reports targets are met. Delivering quality services which offer value for money within agreed timeframes. Being creative and practical in developing new ways of working to improve services for customers and partners;
- Team Working – Uses interpersonal skills to work co-operatively with colleagues, internal and external partners, working pro-actively across cultures and organisational boundaries, sharing information, new knowledge, innovation and ideas;
- Embracing Change – the ability to plan for, adapt to and work with a variety of situations, individuals and groups. It is having a positive attitude to change and the ability to identify opportunities to improve performance;
- Leadership – encouraging, supporting and inspiring others to develop confidence and capability in order to realise their full potential;
- Respect – the recognition and valuing of difference in the broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness diversity for the benefit of the Society and all individuals; and
- Commitment to the Society – the ability to demonstrate understanding of and commitment to the Society and the services it provides for our communities. It is about working with consistency, integrity, accountability and demonstrating this by being positive and professional at all times.