



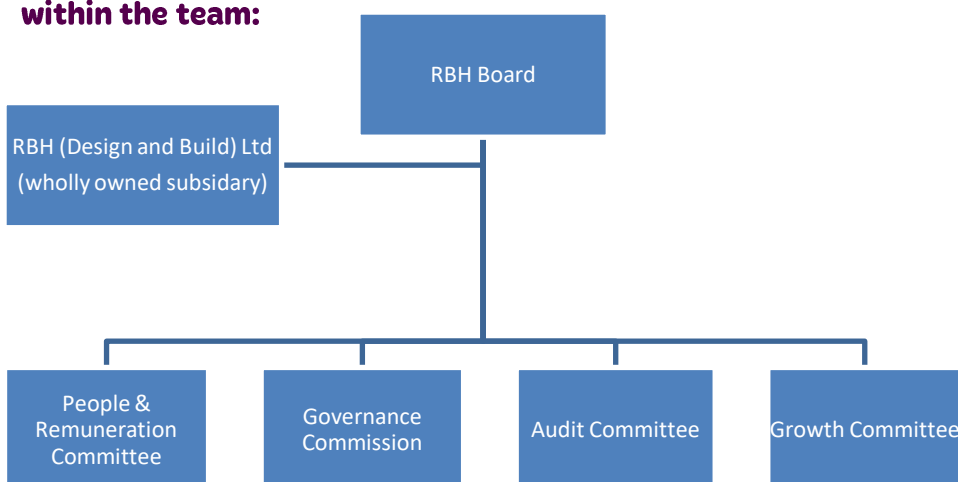
# ROLE PROFILE FOR:

## Independent Committee Member

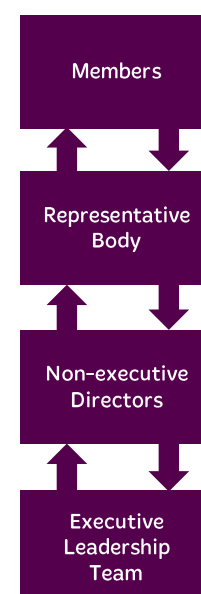
<b>Service Area:</b>	People & Remuneration Committee
<b>Grade:</b>	Independent Committee Member: voluntary position with reasonable expenses.
<b>Hours of Duty:</b> <i>* Number of hours fluctuates depending on frequency of meetings</i>	<ul style="list-style-type: none"> <li>▪ Approx. 2 Committee meetings a year and associated meeting preparation,</li> <li>▪ Occasional attendance at joint Board and Representative Body meetings,</li> <li>▪ Up to 2 hours of email correspondence a month.</li> </ul>
<b>Special requirements:</b>	Responsible for own transport arrangements to RBH events – reasonable expenses will be paid.
<b>Workflow &amp; Project Information:</b>	Generally 60% based in meetings, 40% on report reading and correspondence with Committee members.
<b>Job Purpose &amp; Outcomes:</b>	Provide oversight of the Remuneration processes within RBH, reflecting on RBH's mutual status. Receive and consider reports on all aspects of HR and ensure compliance with laws and regulations and overseeing the good governance of the Society.

### How this post fits within the team:

#### RBH Board Structure



#### RBH Governance Structure





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### Main areas of work:

#### Overview

- The Board has responsibility for the overall control of the affairs of the Society. The Board may delegate certain responsibilities to committees for support and guidance.
- The People & Remuneration Committee is a committee of the board of directors responsible for oversight of all People issues affecting the Society, determining the high level principles of employee terms and conditions, development, consideration and approval of the HR strategy and policy framework.
- Ensure that the mutual nature of RBH and its values and principles underpin Committee discussions and decision.
- Upholding the values of RBH by example and ensuring that RBH values are reflected in discussions and decisions and promoted throughout the Society.

#### Relationships

- Working within the parameters of the Committee's Terms of Reference and delegated authority to take decisions on behalf of the Board, and make recommendations to the Board.
- Building and maintaining close relations with the other Committee Members and Employees to promote the effective operation of activities.
- Working with partner organisations to ensure robust scrutiny of processes and decisions.
- Maximising benefits of sector and commercial networks to bring best practice and innovation to RBH.

#### Strategy & Performance

- Analysing and contributing positively to the strategic development of RBH and other material/significant issues facing the Society.



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### Stewardship

- Ensuring that RBH complies with its Code of Governance and maintains the highest standards of corporate governance and learns from best practice from all sectors.
- To report to Board any arising issues which it feels will seriously impact on any of the Board's responsibilities.
- Deal with any disciplinary matters relating to members of the Executive Leadership Team, save for the Chief Executive and Deputy Chief Executive.
- Ensuring that there are effective working relationships between Board, Representative Body, members, employees and the Secretary.

### Committee Member Responsibilities

- Acting in the best interests of RBH and undertaking collective responsibility with other committee members.
- Provide leadership, challenge and support in a constructive manner to Employees of RBH reporting to the Committee
- Participating in any induction, training and evaluation identified as an individual and of the Committee.
- 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.



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### 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:

- It is essential Committee members have a high level of experience in one or more of the following areas:
  - Human Resources
  - Equality law and good practice
  - Housing sector and employment law
- An ability to understand complex issues and the importance of accountability and probity in public life;
- An ability to analyse and question written reports and verbal reports;
- Understanding and acceptance of the legal duties, liabilities and responsibilities of committee members;
- 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;
- Commitment, time and enthusiasm to fulfil the role;

### Leadership competencies:

We are looking for:

- Experience at a senior level in dealing with HR issues;
- Experience of strategic decision making;
- Highly developed interpersonal and communication skills;
- Sound, independent judgement and the courage to stand up for what one believes in.

### 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



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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
- **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

Date created: March 2020

Date Reviewed: March 2022