

# Non-Executive Director

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## Candidate Information Pack



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# Recruitment Specification

## Non-Executive Director

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Everyday over 65 million people in the UK rely on the energy and utilities sector to provide services that are essential to the health, safety and prosperity of every person and business in the UK.

We provide membership, assurance and skills solutions to help employers attract, develop and maintain a sustained skilled workforce to safeguard the future health, safety and prosperity of every person and business in the UK.

A membership led organisation at the forefront of bringing industry leaders together to address its workforce renewal and skills needs, this is an exciting time to join Energy & Utility Skills.

With a turnover of £6m, the company has achieved year on year income growth through delivery of

its membership, assurance and skills solutions services, supporting employers to attract new talent, develop their workforces and assure a high level of competence. We have a clear goal to make excellence the standard within our organisation and deliver excellence in the eyes of the sector through trusted partnerships. In doing so, we have recently won the coveted title of Utility Partner of the Year at the Utility Week Awards and been awarded Investors in People Gold.

Based in Solihull and employing 70 staff currently, Energy & Utility Skills is a company limited by guarantee with its profits utilised in promotion of its objectives. Non-Executive Directors are appointed by the Board of Energy & Utility Skills and will be registered as a Director at Companies House.



# As a Non-Executive Director, you will have the same legal responsibilities as any other Director of the Company will be expected to:

- > Comply with fiduciary responsibilities as required under current Company Law
- > Provide entrepreneurial leadership of the Company
- > Constructively challenge and contribute to the development of Energy & Utility Skills' strategy
- > Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance
- > Satisfy yourself that financial information is accurate and that financial controls and systems of risk management are robust
- > Be responsible for determining appropriate levels of executive remuneration and have a prime role in appointing, and where necessary, removing senior management
- > Play an active part in succession planning
- > Play an ambassadorial role to raise the profile and visibility of the organisation and potentially identify new opportunities for the Group.
- > Register there is no conflict of interest between your personal and/or third-party interests and that of Energy & Utility Skills
- > Ensure that as a Board member you act in a bona fide way on behalf of Energy & Utility Skills and not for any collateral purpose

Non-Executive Directors stand back from the day-to-day running of the business, drawing alongside the Senior Leadership Team as required to facilitate the strategic decision-making process. This provides an independent view of the company, distinct from its day-to-day operations.

The Energy & Utility Skills Board is looking for **one Non-Executive Director** who can offer:

- > Independence of mind to influence and have impact within an SME environment
- > Impartiality to act in best interests of the organisation
- > Time and commitment to be part of the development of Energy & Utility Skills

As a result of our recent Board skills audit, we are specifically looking for a Non-Executive Director who brings with them experience and expertise of utilities regulation to provide strategic counsel to the Board in this area.



# Key criteria

- > Experience in a role at executive or Board level
- > Demonstrable experience of operating at strategic level and leading significant teams
- > Ability to assimilate, assess and analyse information, especially financial information
- > Demonstrate areas of strategic influence; specifically within utilities regulation
- > A broad understanding of working within an SME, combined with strong commercial acumen and expertise
- > Management of risk at corporate level
- > Passion for skills with a strong understanding of the energy and utilities sector.

# Annual performance criteria

Non-Executive Directors are subject to an annual performance evaluation in line with the company's Board Code of Conduct. The criteria include:

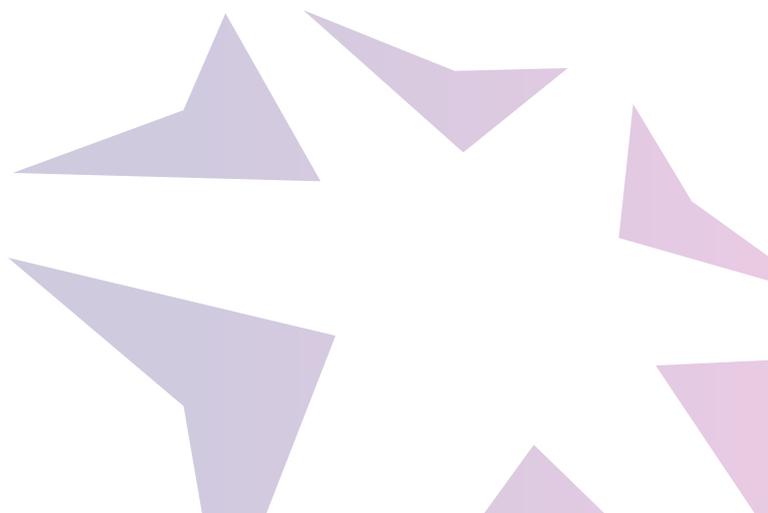
- > Preparation for and attendance at board meetings and the sub committees of the board, as appropriate
- > Time spent understanding the company's business outside the boardroom
- > Quality and value of boardroom contributions
- > Contributions to strategic development
- > Readiness to challenge and probe any assumptions
- > Behaviour and performance viewed positively by the board
- > The expressing of views and listening to others.

# Time commitment

- > The Non-Executive Director will be appointed for one term of no longer than three years. This term may be renewed.
- > Non-Executive Directors will be expected to devote sufficient time as is necessary for the effective performance of their duties. This includes, but is not limited to, attendance at regular Board meetings. Overall, we anticipate that you will spend one to two days per quarter on Board related activities for the company.
- > Non-Executive Directors should also expect additional time commitments for the performance of their duties as a member or as Chair of a Board Committee and for ad-hoc matters as and when required.
- > If a Non-Executive Director is absent from three consecutive Board Meetings without special leave of absence from the Board, the remaining Directors of the Board reserve the right to pass a resolution that he/she has, by reason of such absence, vacated office.

# Remuneration

- > Non-Executive Directors will be paid £1,000 per day for formal attendance at Energy & Utility Skills Board meetings. Travel expenses directly incurred will be reimbursed.



# How to apply

- > Send CV together with a covering letter outlining relevant experience against this job specification to [nedrecruitment@euskills.co.uk](mailto:nedrecruitment@euskills.co.uk)
- > Closing date for applications is **12 noon on Tuesday 20 August 2019**.
- > Interviews will be held on **Wednesday 11 September** in Solihull.
- > The successful candidate is invited to attend the October Board meeting as an observer with formal appointment to the Board from October 2019.
- > Energy & Utility Skills is committed to achieving a workforce that is representative of all sections of society and positively encourages applications from suitable candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.