



ROLE PROFILE AND PERSON SPECIFICATION SOUTH EAST CONSORTIUM BOARD – CHAIR May 2021

ROLE PROFILE

Role Purpose

The Chair, working alongside the Managing Director, will manage the board of SEC and lead the organisation.

As Chair, you will successfully manage the Board of SEC to deliver its strategic role and maintain excellence in its governance, accountability, financial stewardship and working relationship with the executive. You will make sure the Board behaves as a coherent whole, focusing on strategic issues, is effective in both debate and decision making processes, holds the executive to account and protects the integrity and probity of the organisation.

You will be a driving force in presenting the organisation's mission, aims and policies to members and other stakeholders and the media. Working closely with the Managing Director you will ensure SEC is positioned and seen as a key player in delivering its mission.

The Chair's primary role is to manage the Board to deliver its strategic functions including the assessment of the performance of the Board collectively and as individual members. In addition, you will lead the process of any appointment of a Managing Director, and take part in recommendations re new Board members, as well as leading any Board and Managing Director appraisal processes.

Key accountabilities

The responsibilities of the Chair of the Board is set out below:

- Monitor the progress of the Consortium and the achievement of the Objectives and to agree action where necessary to stimulate such progress;
- Make sure decisions taken by the Board are in the best interests of the Consortium and its Members, and promote the highest quality standards;
- In conjunction with the Executive, to promote the Consortium to prospective new users and Members;

- to approve, by February of each Financial Year, in respect of the coming Financial Year:
 - (a) the Consortium's strategic plan and any changes to these; and
 - (b) the Budget;
- to approve any expenditure and commitments which are over £25,000 and/or are outside the relevant Budget;
- Determines the organisation's approach to risk, establishing its risk appetite and tolerances;
- Monitors the Consortium's performance in relation to plans, budgets, controls and decisions, and ensures that the Consortium is well run;
- Make decisions on all matters that might create significant financial or other risk to the organisation;
- Appoint and remove Executives;
- Monitor the provision of the Accountable Body Services.

Key Responsibilities

- Diligently prepare for and attend at least 80% of Board meetings, making an active contribution to discussions and decision making.
- Uphold and promote the values, core policies, objectives and performance, of the Consortium.
- Provide leadership on equality and diversity matters ensuring this is reflected in all that the organisation does.
- Ensure compliance with the chosen code of governance, upholding best practice, role modelling good governance behaviours and respecting confidentiality
- Establish strategy, policies and plans to achieve agreed objectives, setting short, medium and long term plans.
- Attend training events agreed as appropriate for all Board members and those agreed as necessary for individual development objectives.
- Develop and maintain good working relationships with Board and Executive colleagues.

- In the event of unavoidable absence from a meeting, provide comments and questions in advance on the relevant papers to the meeting Chair and Managing Director.
- Participate in reviews of Board performance, both individual and collective, attending training when required; participating in opportunities for learning and development; and keeping up to date with sector matters.
- Represent the organisation, acting as an ambassador and upholding its reputation.

Time commitment

- SEC Board meet up to 6 times a year. Each meeting will last up to 2.5 hours.
- In addition to this the Chair will support with the preparation and delivery of an Annual Awayday for Board
- The Chair will also be expected to join the Annual Conference and some (but not all) networking sessions.
- The Chair will need to allow for sufficient preparation for all meetings.

PERSON SPECIFICATION

Technical skills

1. Governance, organisational leadership and management experience in an organisation of a similar scale, preferably within the social housing field.
2. A proven ability of operating effectively at high levels within a substantial and complex organisation, and of success in influencing decision making.
3. A track record of motivating senior teams to deliver a strategic vision.
4. A background of general management which will include an overview of complex budgets and high standards of probity.
5. Successful work in political environments where the effective handling of high profile and sensitive issues were achieved.
6. Chairing boards/committees, working effectively with a wide range of stakeholders, including working with local communities.

Competencies and knowledge

7. Leadership – ability and vision to lead and represent the association, giving a clear sense of strategic direction, a clear appreciation of the respective roles of the Chair and Chief Executive and the need to create and sustain strong partnerships.
8. Communications – ability to present arguments with knowledge and understanding of the wider strategic context; ability to represent and promote the association and to communicate effectively to ensure aims and objectives are achieved. Good listening skills and the ability to encourage all participants to make a contribution and reach consensus.
9. Politics and government – ability to inspire the delivery of results and outcomes in complex political environments and an ability to get things done in an efficient and accountable manner.
10. Working with stakeholders – an ability to operate effectively at all levels, including working with diverse local communities; an ability to develop positive relationships that generate confidence and respect.
11. Knowledge of the sector – a good understanding of the history of the Housing Association movement and public sector housing.
12. Equality and diversity – a strong awareness of equality and diversity issues and the need for all Board members, staff and other stakeholders to be treated fairly and equally.

Attributes

13. Interest in and understanding of the views of customers together with commitment to ensuring that these are addressed in the work of the organisation.
14. Shows energy and enthusiasm and has confidence in public.
15. Shares the vision and commitment of the association to social justice, fighting discrimination, and offering excellent services.
16. A strong leader with credibility and enthusiasm; a decisive and effective decision maker who leads by example with an open, engaging and enthusing style
17. A personal and professional credibility that will command confidence at all levels.
18. Works well in a team, with a collaborative style that engages people at all levels and promotes positive relationships throughout the organisation and its partners.
19. Committed to the values of accountability, openness, transparency and equality of opportunity including awareness of the impact of diversity & disability issues.