

UTTLESFORD DISTRICT COUNCIL

JOB DESCRIPTION

Designation: Investment Board Independent Member

OVERALL PURPOSE OF JOB

1. To advise fellow members of the Investment Board on the appropriateness of commercial investment opportunities
2. To advise on the range of asset classes contained within the portfolio and on potential disposals from the portfolio

KEY RESPONSIBILITIES

1. To bring innovation, experience and commercial acumen to the Board and drive forward the agenda.
2. To constructively challenge proposals to ensure that the decisions made by the Board achieve the best outcome.
3. To maintain a level of knowledge that will enable them to ask objective questions.
4. To scrutinise investment and financial performance and satisfy themselves as to the integrity of financial and other information, and that relevant controls and systems of risk management are robust and defensible.
5. To help develop proposals on priorities, risk mitigation, values, standards and strategy.
6. To ensure the performance data provided to the Board is sufficient to enable strategic decisions to be made.
7. To Chair the Investment Board meetings

OPERATING ENVIRONMENT

The post holder will be expected to follow the Council's policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security.

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

- a) Knowledge of developing and maintaining a commercial property portfolio
- b) Knowledge of how Investment Boards work in a public sector organisation
- c) Sources of funding available to local authorities
- d) The role of independent members and/or non-executive directors

2 Skills

- a) Ability to combine a confident approach in tackling complex issues with an approachable personal style to ensure the board operates at its most effective level
- b) Able to assist with the development other Board members
- c) Strong business acumen.
- d) Ability to apply specialist knowledge and experience appropriately.
- e) Demonstrable abilities in developing and maintaining constructive professional relationships with other board members and key stakeholders through excellent interpersonal skills, including effective team working and clear communication skills.
- f) Ability to analyse and interpret complex data.
- g) Strong judgement skills and the ability to participate in making difficult evidence-based decisions, leading discussion and decision-making when required

3 Experience

- a) Extensive experience of operating at a senior level, preferably as a non-executive director or similar, in a complex commercial or service organisation.
- b) Experience of providing strategic direction and governance along with a thorough understanding of how boards can add value.
- c) Experience of acquiring/managing commercial property portfolios.
- d) Previous work in a commercial environment.

5 Circumstances

- a) Able to attend meetings at short notice

