



JOB PROFILE

Job Title:	Non-executive Chairman
Department:	Plc Board
Accountable to:	The Board

Job Purpose:

To lead the board, ensuring its overall effectiveness in all aspects of its role, and provide oversight through Board meetings and Board Committees.

Main Duties:

- To help the Board to plan effectively and to be forward thinking by concentrating on strategic matters
- To take the chair at general meetings, board meetings and strategy meetings
- To foster good relations amongst board members
- To plan a schedule, set agendas and conduct board meetings effectively, with the support of the company secretary. The agenda for board meetings should take full account of the issues and concerns of all board members and sufficient time should be allowed for discussion of complex or contentious issues
- To ensure that the board makes timely decisions
- To ensure that all directors are involved in the work of the board by encouraging their active engagement and contribution to board discussions and to ensure constructive relations between executive and non-executive directors
- To direct discussions towards a consensus view and sum up discussions for a complete understanding of what has been agreed
- To ensure that the strategies proposed by the executive directors are fully considered
- To ensure that the executive directors are questioned and challenged on their proposals and decisions
- To ensure that the board focuses on the key issues facing the Group (as set out in the matters reserved for the board's decision)
- To ensure that the board delegates appropriately to its key committees
- To ensure that the board sets appropriate levels of authority for the Chief Executive and other individual executives
- To lead and advice the Board in the strategic planning for the Group
- To ensure that performance is reported regularly and that the right questions are being asked of management
- To ensure that the management establish and maintain effective systems of communication
- Ensure that the Group achieves the TCF consumer outcome 1 "Customers can be confident that they are dealing with a firm where the fair treatment of customers is central to the corporate culture"
- To hold the Financial Services Authority (FSA) Controlled Function CF2 Non-executive Director

Qualifications:

- Educated to degree standard or equivalent. Professional qualifications would be an advantage.

Skills:

- Good strategic planning skills and the ability to translate strategic plans into reality and to ensure delivery and performance
- Strong and proven leadership and motivational skills with evidence of a commitment to attainment of good practice
- Skilled in people management, a team player with the ability to establish and maintain good working relationships with all contacts and colleagues
- Understanding of the legal framework relating to companies and the corporate governance requirements of Combined Code
- An understanding of the 'treating customers fairly' cultural requirements as set by the FSA
- High level of oral and written communication skills and personal presentation skills
- Ability to present an argument persuasively, negotiate successfully and influence the decisions of others
- Reliable, a sense of responsibility and self reliant
- Impartiality, fairness and the ability to respect confidences

Experience:

- A successful record showing evidence of a varied business career at senior level
- Experience of independent judgment
- Experience of board and committee work
- Direct involvement in the development of strategy, policies, business planning and financial management
- Experience with communicating at high level