

Appointment of Non-Executive Directors

Candidate pack
June 2020

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How to apply

For further information and details of how to apply please contact Jim Allcroft on **07388 642 631** or **jim@dixonwalter.co.uk**

To apply for the role please submit the following to **jim@dixonwalter.co.uk**

- An up-to-date CV
- A covering letter that addresses both your motivation for applying and suitability for the role
- A completed Equal Opportunities form (downloadable from this site)
<http://www.dixonwalter.co.uk/housing-infrastructure-property/opportunities/karbon-neds/>

Following receipt of your application, you will receive an acknowledgement from Dixon Walter. Within this response, you will be asked to provide consent under the general data protection regulations. If you do not provide this consent we will unfortunately be unable to process your application further.

Closing date: Monday 29 June 2020
Final stage selection date: w/c 27 July or w/c 3 August - TBC

Diversity is valued at both Dixon Walter and Karbon Homes and we welcome applications from all sections of the community.



Welcome to Karbon Homes

I'm proud of our mission at Karbon, to provide people with a strong foundation for life. In the next five years we will build stronger foundations for even more people, by delivering on three strategic aims - to provide as many good quality homes as we can; to deliver excellent service to our customers; and to shape strong, sustainable places for our communities.

As a business, we have a crucial role to play in responding to the housing crisis as it presents itself in our part of the country.

We are looking for Board Members with a core passion for delivering excellent results. These are high profile and influential leadership roles. You will need to be in tune with our purpose, ambitions and values.

I am pleased that you are considering this opportunity to come and join us on this journey. So, I invite you to do your own due diligence, ask others what they think of us and speak to our retained consultants, Dixon Walter.

I am confident you will hear good things.

Paul Fiddaman
Group Chief Executive



About us

At Karbon we build, manage and look after homes for people across the North. And then we go further, we give them the strong foundations they need to crack on with life.

Since our formation in 2017, we've been focused on delivering on our three strategic aims - to provide as many good quality homes as we can; to deliver excellent service to our customers; and to shape strong, sustainable places for our communities.

Our footprint covers the North East of England and Yorkshire, south from the Scottish border to almost as far as the Humber, where diverse communities face differing opportunities and challenges.

Some customers just need an affordable home, or a way onto the property ladder. Others might need a bit more – financial advice, community services, sheltered accommodation or even training that can lead to a new job. Whatever people need to feel more secure, confident and happy with where they're at, we work our heart out to provide it.

We always make the effort to understand our customers. We believe that everyone deserves respect. Everyone's voices should be heard. And everyone deserves someone in their corner now and then. We believe that by focusing on our three strategic aims, combining a sound business head with a strong social heart and staying true to our values, we will build strong foundations for even more people.

Our values

Inspiring

We believe in people, and create the conditions for them to succeed and unlock their own potential

Dynamic

We continually learn and innovate so we are able to respond to change and be the best we can be

Bold

We go forward with confidence and are passionate, proactive and influential in building a better future

Reliable

We use our knowledge and experience to be effective and efficient, and make sound well-informed business decisions with integrity

Thoughtful

We work hard to understand the needs and aspirations of others and are mindful of our impact on people, communities and the environment



Role profile and person specification

Non-Executive Directors

Reports to:
The Chair

The roles:

We are seeking to recruit two exceptional individuals with recent experience at a senior level, ideally in the following disciplines;

1. A senior individual with a Health and Social Care Background. This can be experience gained within the NHS, social care or housing sectors.
2. A senior individual with a housing sector background.

Time commitment and remuneration:

The time commitment will be circa 1-2 days per month and remuneration is £8,405pa plus expenses.

Responsibilities:

Strategic leadership

To provide strategic leadership and direction to the work of Karbon, to determine and uphold our vision, mission, values and ethos of the organisation and ensuring it can optimise the fulfilment of our social purpose.

Good governance and compliance

To ensure that the organisation is governed efficiently, effectively and in line with the requirements of the law, the Association's Rules, the Regulator of Social Housing's requirements and best practice.

Sound decision making

To work collaboratively with colleague Board Directors and the Executive Team to ensure Board decisions are made in the best interests of Karbon and are consistent with the vision, mission and values and balance the interests of current and future customers.

Risk management

To ensure that the business is financially viable and that key risks are identified and mitigated to the fullest extent possible and that relevant controls are in place and business is conducted to accepted standards of probity.

Business planning

To contribute to the development of long term objectives, strategic plans and strategies, balancing short term requirements and long term interests and viability, and contributing to the review and evaluation of present and future opportunities, of the external environment to ensure strategic decision making.



Role profile and person specification

Non-Executive Directors

Performance review

To monitor the organisation's performance in relation to plans, budgets, controls and decisions, and ensure that the organisation is well run, holding the Executive Team to account, and ensuring that appropriate records and accounts are kept, controls in place, returns and notices submitted as necessary in order to comply with all legislative requirements and best practice standards.

Key tasks

Make a positive contribution to the work of the Board by: diligently preparing (scrutinising relevant papers and researching) for and then by attending Board and committee meetings, periodic business planning and away day events.

Participate in discussions and decision making, helping to form a consensus, ensuring decisions are well founded, sharing collective responsibility for and upholding Board decisions.

Be a member of one or more Committees of the Board, Panels and/or working parties established from time to time, as required.

Contribute to the on-going development of the Board and improvement of governance by attending and participating in individual appraisals and reviews of the whole Board, attending training courses agreed as appropriate either for all Board Directors or those agreed as necessary for individual development objectives.

Ensure a close understanding of the activities of the organisation by visiting schemes, meeting customers and agencies and taking an active interest in the work of the organisation and of the sector as a whole, representing Karbon in the external environment and enhancing the reputation.

Keep specialist skills and knowledge up to date and share with colleagues in the organisation to support sound decision making, develop understanding and joining any working parties or panels as requested.

Act with independence and integrity at all times and following the Code of Conduct for Board Directors, including declaring all conflicts of interest. Champion the organisation's values and model the behaviours.

Work collaboratively with all colleagues, building excellent relationships, providing support and challenge, understanding the constraints and helping Karbon to deliver on its mission and vision.



Role profile and person specification

Non-Executive Directors

Person specification

Technical skills

- a. The organisation has a skills based Board and each NED is appointed for his/her professional skills and experience. Prospective NEDs must be able to demonstrate a high level of expertise in at least one of the areas that the Board requires gained through study, and/or experience. This is likely to be of the same level required as an executive director in a similar organisation.
- b. Although not required on appointment, everyone on the Board is expected to be able to have, (or quickly reach), a threshold of competence in strategic thinking, financial planning, risk management and understanding of excellence in governance and regulation in the sector in which the organisation operates.
- c. Makes reasoned judgements and contributes to forming a consensus with other Board Directors when involved in decision making and influences through persuasive discussion and sticking to discussing the matter at hand.
- d. Can identify risk, promotes risk awareness without being risk averse and can take a balanced view of the level of post mitigation risk that the organisation has the appetite for.
- e. Is able to actively monitor and drive organisational performance, supporting others to achieve the highest standards of corporate governance, scrutiny, legal and financial responsibilities.
- f. IT literate and comfortable with handling, analysing and prioritising large amounts of complex data using technology.

Skills and abilities

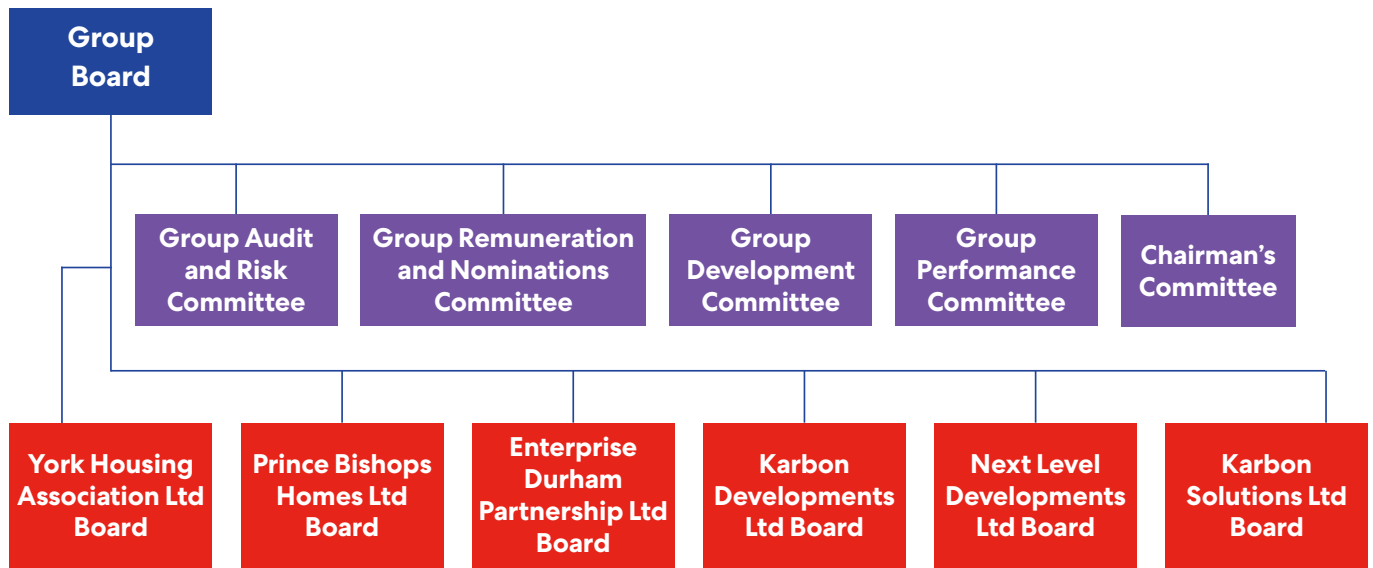
- a. Understands the boundaries between NED and Executive responsibilities and can both maintain that boundary and support others to do the same and maximise the value added by both. Will share expertise willingly and if appropriate, act as a mentor and critical friend.
- b. Can express views succinctly and effectively in a formal Board/Committee meeting environment making reasoned and thought-through contributions. Able to question and listen to colleagues.
- c. Ability to scrutinise (financial, performance and other data) and challenge complex information and underlying assumptions to ensure best decisions can be made. Thinks strategically, objectively and clearly, balancing competing interests and long/short term priorities.
- d. Builds trust and respect from colleagues and stakeholders, challenges and accepts accountability for the collective decision making of the Board.

Attributes

- a. A high degree of personal probity, integrity and confidentiality.
- b. A commitment to the values of the organisation and a willingness to model behaviours, including promoting a culture that values diversity and provides equality of opportunity.



The Group Board and Committee Structure



The Executive Team



Paul Fiddaman
Group Chief Executive



Richard Fryer
Executive Director
Governance
and Integration



Charlotte Carpenter
Executive Director
Growth and Business
Development



Jo Ray
Executive Director
Customer Services



Scott Martin
Executive Director
Resources