

Appointment of Non-Executive Directors

September 2019

Dixon Walter



Welcome letter

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

We are looking for Board Members with a core passion for delivering excellent results. These are high profile and influential leadership roles. You don't need to come from the housing sector but you do 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

Karbon provides homes and services which form the foundations for people and places to fulfil their potential. We believe that having a strong foundation enables people to develop the life they want.

As a housing association, we own or manage almost 30,000 properties across the North East of England and Yorkshire and develop more homes every year.

We provide social rented, affordable, specialised, shared ownership and market rented homes, and also develop shared ownership and market sale homes to meet our customers' aspirations.

As a profit-for-a-purpose business, we invest any surplus we generate into improving our properties and communities, building new homes and delivering services which provide sustainable outcomes for our customers and communities.

We seek to provide a great customer experience, which is informed by insight, including engagement with current and future customers.



Non-Executive Directors – Role Profile

Responsible to: The Chairman

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 from the banking, funding or lending sectors. Ideally, applicants will be experienced in property finance. Exposure to social housing finance will be an advantage.
2. A senior individual with extensive customer service and digital experience. Applicants will see through a customer lens, have considerable expertise around the digital agenda and experience of channel shifting customers.

Time commitment and remuneration:

The time commitment will be; circa 1-2 days per month and remuneration is £8,500 plus expenses.

Responsibilities:

Strategic Leadership

To provide strategic leadership and direction to the work of the organisation, to determine and uphold the organisation's vision, mission, values and ethos of the organisation and ensuring it can optimize the fulfilment of its 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 Homes and Communities Agency'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 the organisation and are consistent with the vision, mission and values and balance the interests of current and future tenants, leaseholders and service users.

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.

Performance review

To monitor the organisation's performance in relation to plans, budgets, controls and decisions, and ensures that the organisation is well run, holding the Executive 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 tenants and agencies with which they work and taking an active interest in the work of the organisation and of the sector as a whole, representing the organization in the external environment and enhancing the reputation of the organization.

Keep specialist skills and knowledge up to date and shares 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 the organization to deliver on its mission and vision.



Person Specification

Technical skills

- k** 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.
- k** 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.

Skills and Abilities

- k** Understands the boundaries between NED and Executive responsibilities and can both maintain that boundary and support others to do the same and maximize the value added by both. Will share expertise willingly and if appropriate act as a mentor and critical friend.
- k** 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.
- k** 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.
- k** Builds trust and respect from colleagues and stakeholders, challenges and accepts accountability for the collective decision making of the Board.
- k** 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.
- k** 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.
- k** Is able to actively monitor and drive organisational performance, supporting others to achieve the highest standards of corporate governance, scrutiny, legal and financial responsibilities.
- k** IT literate and comfortable with handling, analysing and prioritising large amounts of complex data using technology.

Attributes

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



How to apply

For further information and details of how to apply please contact Sarah Walker on 0191 5005500 or at sarah@dixonwalter.co.uk

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

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

Following receipt of your application, you will receive an acknowledgement from Dixon Walter. Within this response, you will be required to provide consent under the new general data protection regulations. If you fail to provide this consent your application will not be processed further.

Closing date: Friday 27th September

Final stage selection date: Thursday 7th November

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



Created by  dixon walter

