



## **Job Description CAM SPV Chair (Draft)**

**Salary:** Remuneration for the Chair role is set at [ ] per annum. There will be four Board meetings per year plus any extraordinary meetings as well as advisory and sub-committee meetings/Partnership Board meeting where appropriate. This will equate to one day per month of time commitment. (TBC)

### **Reports to:**

The CPCA Mayor and Board

### **Main Purpose:**

1. To provide independent leadership and strategic vision.
2. To chair the SPV Board.
3. To ensure the SPV Board has an independent objective and authoritative identity.
4. To ensure that the SPV Board operates effectively in promoting the purpose of the entity.

### **Key Responsibilities:**

1. Chair Board meetings 4 times per year (TBC) and any extraordinary meetings as required in an effective and professional manner including the setting of agendas, approval of minutes and management of associated business.
2. Ensure that the SPV Board works effectively, with good collaboration between its members.
3. Provide assurance that the SPV Board operates independently of the Combined Authority and that any conflicts of interest are appropriately managed.
4. Provide leadership, advice and guidance to SPV Board members.
5. Oversee the production of the CAM SPV annual report and business plan.
6. Facilitate discussion on the SPV Board budget.
7. Provide independent arbitration as necessary when conflicts of interest arise within the SPV Board.
8. To represent the CAM programme externally.

9. To implement the Chair's duties in an impartial and equitable manner, without favour.
10. Meet with the Combined Authority's Corporate Management Team and Officers as required.
11. Undertake any other duties as may be needed from time to time as necessary and appropriate to the role.
12. To lead the Board, sets its Board Agenda which should be primarily focused on strategy, performance, and values.
13. To promote a culture of openness and debate – managing the Board's relationship with the executives, in particular the CEO and ensure the Board is an effective working group.
14. To support the CAM SPV CEO (it is the CEO's responsibility to run the Company).
15. To demonstrate the highest standards of integrity and probity, and set clear expectations concerning the company's culture, values and behaviours, and the style and tone of Board discussions.
16. To conduct Board meetings effectively getting all Directors including the Non-Executive Directors involved in the Board's work and ensuring the Board focuses on its key tasks.
17. To ensure effective communication with shareholders/stakeholders (as appropriate).
18. To take responsibility for the Board's composition, development and succession planning.
19. Strategic and commercial expertise combined with highly effective influencing and communication skills.
20. Entrepreneurial skills and able to add commercial value.
21. Knowledge and understanding of complying with good Corporate Governance.
22. Experience of risk identification and risk management.
23. Understanding of financial planning, monitoring financial performance and accounting.
24. Strong interpersonal and negotiation skills.
25. Skills experience to be an effective Chair.
26. Able to analyse facts and make reasoned judgments, constructively challenge and while accepting accountability and the collective decision making of the Board.

**PERSON SPECIFICATION**

**INDEPENDENT CHAIR OF THE CAM SPV**

<b>PERSONAL QUALITIES</b>	<b>KNOWLEDGE</b>	<b>EXPERIENCE</b>	<b>SKILLS</b>
<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>
<p>Personal gravitas to lead an ambitious and significant infrastructure project</p> <p>Demonstrate tact and diplomacy with the ability to listen and engage effectively</p> <p>Capable of listening, considering and understanding potentially complex and inter-linked situations and opportunities</p>	<p>Broad understanding of public and private sector organisations</p> <p>Broad understanding of finance</p> <p>Working knowledge of major infrastructure projects</p> <p>Broad understanding of HM Government processes and procedures related to infrastructure development</p>	<p>Operating at a senior strategic leadership level within an organisation</p> <p>Successful track record of achievement throughout their career in business</p>	<p>Communication skills: interpersonal, presenting, media relations and maintaining positive public and professional profile.</p> <p>Ability to influence key stakeholders and decision makers.</p> <p>Assertive, clear thinking and able to negotiate.</p> <p>Problem solving skills; ability to identify issues and areas of risk, and lead members of the Board to effective resolution and decision.</p> <p>Chairing skills: ability to organise, coordinate and follow through on key decisions; manage competing or differing views, and positively challenge to achieve the desired outcome.</p>