

# Non-Executive Director Recruitment Specification

Recently established, Energy and Environment Awards is a wholly owned subsidiary of the Energy & Utility Skills Group and an Ofqual regulated awarding organisation.

With a focus on the energy and utilities sector, we deliver apprenticeship end-point assessments, regulated qualifications and EUSR – the sector's register of skills and industry recognised training programmes.

We have ambitious plans to grow and to be the assessment organisation of choice for the energy and utilities industries.

This is an exciting time to join the Energy and Environment Awards Board to support, contribute and challenge us to achieve our ambitious growth plans.

## Key accountabilities

As a Non-Executive Director, registered with Companies House, you will have the same legal responsibilities as any other Director of the Company and will be expected to:

- Comply with fiduciary responsibilities as required under current Company Law
- Provide entrepreneurial leadership of the company.
- Scrutinise the performance of the executive and senior leadership team in meeting agreed goals and objectives, providing appropriate challenge in the reporting of performance.
- Satisfy yourself that financial information is accurate, that financial controls and systems of risk management are robust.
- Play a supporting role in amplifying the profile and visibility of the organisation and potentially identify new opportunities for the company.
- Register there is no conflict of interest between your personal and/or third-party interests and that of Energy and Environment Awards.
- Ensure that as a Board member you act in a bona fide way on behalf of Energy and Environment Awards and not for any collateral purpose.

## What we're looking for

The Energy and Environment Awards Board is looking for two Non-Executive Directors who can offer:

- Independence of mind to influence within a commercial SME environment.
- Impartiality to act in the best interests of the organisation.
- Time and commitment to be part of the development of Energy and Environment Awards.

## Key Criteria

- Experience at executive or board level.
- Demonstrable experience of operating at a strategic level.
- Ability to assimilate, assess and analyse information.
- A broad understanding of an SME environment, combined with commercial acumen.
- Management of risk at corporate level.
- A passion for skills and interest in the energy and utilities industries is preferred.

New appointments to the Energy and Environment Awards Board, we are specifically looking for Non-Executive Directors who bring with them demonstrable experience of and expertise in:

- A compliance role at an awarding organisation or experience of working in a regulatory environment.

OR

- Business development and sales either at an awarding organisation or FE college/large training provider.

## Annual Performance Criteria

Non-Executive Directors are subject to an annual performance evaluation in line with the Company's Board Code of Conduct. The criteria include:

- Preparation for and attendance at quarterly Board meetings and the sub-committees of the Board, as appropriate.
- Time spent understanding the Company's business outside the Board meetings.
- Quality and value of Board contributions.
- Contributions to strategic development.

- Readiness to challenge and probe any assumptions.
- Behaviour and performance viewed positively by the Board.
- Expressing of views and listening to others.

### Time commitment

Non-Executive Directors are appointed for one term of four years. This term may be renewed for one further term of four years.

Non-Executive Directors will be expected to devote sufficient time as is necessary for the effective performance of their duties. This includes, but is not limited to, attendance at regular Board meetings.

Overall, we anticipate that you will spend eight days per annum on Board related activities for the Company. This will include preparation and attendance at Board meetings, Board sub-committee meetings, and any other ad hoc meetings as agreed by the Board from time to time.

### Remuneration

Fees for your appointment as Non-Executive Director of Energy and Environment Awards will be £8,000 per annum. These fees will be paid at the rate of 1/12<sup>th</sup> per month through the Company's payroll and subject to income tax and national insurance tax deductions. Travel expenses directly incurred will be reimbursed.