

**EAST CAMBRIDGESHIRE LOCAL AUTHORITY TRADING COMPANY
CHAIR OF THE BOARD JOB DESCRIPTION**

Main Purpose:

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

Key Responsibilities:

1. Chair Board meetings x times per year 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 Board works effectively, with good collaboration between its members.
3. Provide assurance that the Board operates independently of the Council and that any conflicts of interest are appropriately managed.
4. Provide leadership, advice and guidance to Board members.
5. Oversee the production of the annual report and business plan.
6. Facilitate discussion on the Board budget.
7. Provide independent arbitration as necessary when conflicts of interest arise within the Board.
8. To represent the entity externally.
9. To implement the Chair's duties in an impartial and equitable manner, without favour.
10. Meet with the Council'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.

PERSON SPECIFICATION

Independent Chairman of the LATC

PERSONAL QUALITIES	KNOWLEDGE	EXPERIENCE	SKILLS
ESSENTIAL	ESSENTIAL	ESSENTIAL	ESSENTIAL
<p>Personal gravitas to lead an ambitious Local Authority Trading Company</p> <p>Demonstrate tact and diplomacy with the ability to listen and engage effectively</p>	<p>Broad understanding of public and private sector organisations</p> <p>Broad understanding of finance</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>
DESIRABLE	DESIRABLE	DESIRABLE	DESIRABLE
	<p>Commercial land development</p>	<p>Chairing complex professional meetings at a senior level and ability to chair in an effective manner</p>	