

About the role

Job title

Group Board Chair

Overall purpose

To ensure that Two Rivers Housing is managed efficiently, effectively, and in line with the requirements of the law, the regulatory bodies and best practice.

To act only in the interests of Two Rivers Housing and not solely on behalf of any constituency or interest group. To uphold the reputation of Two Rivers Housing and the values, objectives and principles for which it stands

Ensure the efficient conduct of the Board's business and of the organisation's general meetings.

Establish a constructive working relationship with, and provide support for, the Chief Executive and ensure that the Board acts in partnership with executive colleagues.

Responsibilities of the Chair

- Ensure the efficient conduct of the board's business and of the organisation's general meetings.
- Ensure that the organisation provides appropriate role profiles and competency frameworks for all Non-Executive Directors.
- Ensure that all Non-Executive Directors are given the opportunity to express their views and that appropriate standards of conduct and behaviour are maintained in accordance with the Code of Conduct approved by the Board.
- Establish a constructive working relationship with, and provide support for, the Chief Executive and ensure that the Board acts in partnership with executive colleagues.
- Ensure that the Board delegates sufficient authority to its committees, the Chair, the Chief Executive and others to enable the business of the organisation to be carried on effectively between meetings of the Board; and ensure that the Board monitors the use of these delegated powers.
- Ensure that the Board receives professional advice when it is needed, either from its senior colleagues or from external sources.
- Ensure that the organisation follows the recommendations of the adopted Code of Governance.
- To be aware of the Company's Code of Conduct for Non-Executive Directors and Colleagues and to provide guidance as necessary at Board/Committee meetings.
- To exercise the powers reserved to Chairs in Standing Orders, for example those relating to casting votes and consideration of urgent business.
- Represent the organisation as appropriate.
- Take decisions delegated to the Chair.
- Ensure that the roles of Subsidiary Boards in these matters are clarified.
- Ensure, when necessary, that the Chief Executive is replaced in a timely and orderly fashion.
- Lead on the appraisal process to ensure proper and appropriate arrangements for the overall Board appraisal and that of individual Non-Executive Directors, including the Chair and Vice Chair.
- Implement a succession plan for future Non-Executive Directorship.
- Ensure the Board agrees the role of the Vice Chair, where there is one.

About the role continued

Overall Board Member responsibilities

- Participate fully in the planning of Two Rivers Housing's strategic direction, setting objectives and monitoring performance accordingly.
- Participate and agree policies to guide Two Rivers Housing's work and to uphold these policies accordingly.
- Strategic thinking, able to analyse complex information, demonstrate clear analytical intellect and take part in evidence-based decision making.
- The ability to assess risk and promote risk awareness, and to understand and evaluate business risks and opportunities in a manner which allows the Group to fully embrace opportunities as they arise
- Develop a constructive working relationship with the Chair, Executive and other NEDs, providing support and guidance in areas of your particular expertise and knowledge.
- The ability to work as a strong team member, building confidence in the Group's governance and support the values, ethos and social housing objectives of Two Rivers Housing.
- Support and promote tenant and customer involvement and maintain customer focus
- Ensure that decisions taken by the Board are in Two Rivers Housing's best interests and that its legal responsibilities are met.
- Receive and consider reports prepared by the executive team and question these to ensure that decisions are well founded.
- Attend Board and committee meetings regularly, participate fully in discussions and share responsibility for the decision-making process.
- Contribute to the identification of personal and collective development needs and to attend development events as required
- Treat information labelled as confidential in confidence

- Not to do anything to undermine the work or reputation of Two Rivers Housing
- Be an ambassador for the Group and be accountable to key stakeholders
- Ensure commitment to Two Rivers Housing's Equality, Diversity and Inclusion Policy
- Actively shape and role model the culture of the Group
- Uphold the Two Rivers Housing Code of Governance and Code of Conduct
- Operate in line with or develop your ability to work within the stated 'Boardcraft' competencies.

Boardcraft competencies

- Interpersonal skills – members relate to others in an effective way
- Being up to date with housing and commercial matters
- Being committed to public service and to providing the very best
- Being able to analyse problems and draw conclusions
- Recognising best practice and new ideas
- Being comfortable with the constructive challenge of the executive team.
- Recognising that you are first and foremost a team member and are comfortable operating in this way.
- Ability to challenge constructively
- Ability to interpret information.

Skills and experience

Essential skills and experience

- **Chairing:** Demonstrable track record of senior leadership in a chairing capacity.
- **Customer focus:** Ability to understand and articulate the needs, priorities, and issues of customers in Two Rivers Housing community and develop respectful, open, and positive relationships with Two Rivers Housing customers. and communicate them with all stakeholders using appropriate, relevant language and techniques.
- **Leadership:** Ability to think strategically, be held accountable and hold others to account – contributing positively to setting Two Rivers Housing’s strategic direction and the identification of emerging external factors that may impact the Group
- **Independence:** Ability to demonstrate impartiality, objectivity, and integrity – with a focus on risk identification and mitigation and achieving long term strategic outcomes
- **Analysis:** Ability to analyse and interpret complex information and evidence - demonstrating intellectual flexibility and sound judgment in decision making.
- **Communication:** Ability to listen, communicate, support, challenge, and influence effectively - positively giving, receiving, and acting on feedback, articulating clear reasoning - being able to work effectively within Two Rivers Housing and represent and promote Two Rivers Housing effectively with stakeholders - developing open and positive relationships that generate confidence and trust.
- **Teamwork:** Ability to build supportive, collaborative relationships and work as a team - showing self-awareness and welcoming, valuing and showing regard to the differing views and advice of others, motivating and empowering others and inspiring trust and confidence
- **Equality, diversity, and inclusion:** Demonstrable commitment to equality, diversity and inclusion and ability to understand and articulate discrimination and inclusion issues and a personal commitment to treating people fairly, honestly and with respect
- **Commitment:** A commitment to act solely in the best interest of Two Rivers Housing and its subsidiaries, and of the community it serves, without regard to personal interest or benefit.
- **Corporate governance:** Ability to understand the role of a non-executive – how to contribute to effective corporate governance, decision making, corporate risk and performance management.
- **Regulation:** Experience of operating in a regulatory environment with sound knowledge of the regulators’ requirements and the operating environment of housing associations.
- **Assurance:** Experience of using effective assurance frameworks to ensure sufficient oversight of strategic, financial and operational compliance.