

Chair of UKTram Board - Role Profile

Title: Chairperson	Business/Department: UKTram Board	Reports to: UKTram Board
<p>Purpose: The principal role of the Chair of the Board is to manage and to provide leadership to the UKTram Board</p> <p>The Chairman is accountable to the Board and will act as a direct liaison between the Board and the management of the Company, through the Managing Director. The Chair acts as the communicator for Board decisions to the organisations membership. The Chair must have the ability to influence and represent the work of UKTram with senior stakeholders including the minister, politicians, senior officials, and industry representatives and other regulators.</p> <p>The concept of separation of the role of the Chair from that of the Managing Director implies that the Chair should be independent from management and free from any interest and any business or other relationship which could interfere with the Chair’s independent judgment other than interests resulting from Company shareholdings and remuneration.</p>		
Key Accountabilities:	Key Measures of Performance:	Person Specification:
<p>Chair</p> <ul style="list-style-type: none"> • To provide independent advice and counsel to the Managing Director. • To keep abreast generally of the activities of the Company and its management. • In concert with the Managing Director, develop and set the agendas for meetings of the Board. • To act as Chair at meetings of the Board and to set an annual schedule of the dates, time and location of Board and Committee meetings 	<p>Delivery Function:</p> <ul style="list-style-type: none"> • Ensure the Managing Director carries out their duties, including providing all required information for board discussion, Business Plan development and delivery. • Monitor the Managing Directors performance and support/challenge accordingly, including remuneration reviews and Personal Development. • Understand UKTram’s subsidiary company LRSSB’s (Light Rail Safety and Standards 	<p>Able to be flexible, which will include travel and varying time commitment.</p> <p>Demonstrate & Role Model these key attributes:</p> <ul style="list-style-type: none"> • Professional, Safety conscious, Member & Stakeholder focused, Approachable, Reliable, Enabler, Motivator and Negotiator <p>Essential Skills</p> <ul style="list-style-type: none"> • Ability to chair the board of a national body effectively, with a strong ability to understand

<ul style="list-style-type: none"> • Have an overview of the UKTram Business plan development and delivery • Set companies vision and mission statement <p>Communications & Reporting</p> <ul style="list-style-type: none"> • To ensure that the Directors are properly informed and that sufficient information is provided to enable the Directors to form appropriate judgments • Maintain a high level liaison with Stakeholders, Government, DfT (Department for Transport), ORR (Office of Rail and Road). • Report the company’s performance to members and stakeholders <p>Coordination & Liaison</p> <ul style="list-style-type: none"> • Attend relevant industry based seminars, meetings and participate in UK, European and International Light Rail/Tramway to undertake talks and presentations on behalf of UKTram in these forums. • To call special meetings of the Board where appropriate; • In concert with the Managing Director, determine the date, time and location of the annual meeting of shareholders and to develop the agenda for the meeting 	<p>Boards) impact on the company, industry and Stakeholders</p> <ul style="list-style-type: none"> • Monitor the implementation of the Business Plan <p>Membership Engagement</p> <ul style="list-style-type: none"> • Take a holistic view of performance and measure engagement, positive attitudes and input from members. • Ensuring members see the direct impact of their performance and involvement and how this contributes to continuous development of the industry. • Be passionate about member engagement across the business and promote company initiatives • Manage and maintain stakeholder and member relationships at Executive level <p>Continuous Improvement Culture & Fit for the Future</p> <ul style="list-style-type: none"> • Demonstrate how you monitor the performance of UKTram’s developing good working relationships with the Managing Director and their direct reports, colleagues, staff and members to optimise membership value. • Embrace the continuous improvement of the industry and developing improvements across the operational aspects of the industry • Identify faults or areas of risk and work with Board colleagues, the Managing Director and support staff to resolve industry issues • Promote Light Rail and UKTram/LRSSB’s benefits to the wider world. 	<p>the industry safety perspective and put it at the heart of Board discussions Stakeholder engagement and managing views / needs (both internal and external)</p> <ul style="list-style-type: none"> • Commitment to evidence based decision making and transparency, demonstrating an understanding of the impact of decisions across the public and private sectors • Ability to influence and represent the work of UKTram by building effective relationships with senior stakeholders including politicians, senior officials, and industry representatives and other regulators • Well-developed strategic understanding and tactical sense • Meet time commitments and deadlines or negotiate accordingly • It is essential that you have competency and experience at a Chief Executive/Senior Executive level • The Chair should be well known to the Owners and Authorities of UKTram • Sound commercial experience with an understanding of complex organisations • Must have good knowledge of workings of government and in particular the DfT <p>Personal Skills</p> <ul style="list-style-type: none"> • Proactive attitude with a strong level of ownership • Manage priorities effectively with enough flexibility to respond to changing needs and requirements • Excellent verbal and written communication skills • Able to give and receive feedback effectively
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<p>Scope: Ensure the evolving needs of UKTram and that its members are satisfied by communicating and working with members, Management, our Stakeholders (Department for Transport) and statutory bodies and associations (ORR, RAIB, RIA, UTG, UITP etc.) and expedite work to both enhance membership, relationships and ensure the company meets our organisational and operational objectives through the organisational structure.</p>		

Salary: £12,000-15,000 dependent on experience and required commitments.

Contract: 2 years fixed term

Time Commitment: Approximately 1 day per calendar month (variable dependent on demand)

Application closing date: 7th May 2019

For more information email request to: careers@uktram.co.uk

Apply with Statement letter (1 page of A4), CV and covering letter to: careers@uktram.co.uk

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