



<b>Role profile</b>	<b>IOSH Member Non-Executive Director</b>
<b>Service</b>	<b>IOSH Services Limited Board</b>
<b>Reports to</b>	<b>IOSH Board of Trustees</b>

### Role overview

The IOSH Services Limited (ISL) Board is appointed by its Shareholders (the IOSH Board of Trustees). The ISL Board has legal accountability for all activities and results of ISL. It is responsible for overseeing implementation of strategy and effective performance, risk management and governance. It ensures that the Company has a long-term (three- to five-year) commercial strategy designed to achieve the financial targets approved by the Shareholders.

## Role responsibilities

**Legally accountable** for all ISL activities and results, acting in accordance with the powers set out in the Articles of Association.

To exercise **good judgement and reasonable care, skill and diligence** that may reasonably be expected of a person carrying out the functions of director.

To be **collectively responsible** for the actions of the organisation and other directors.

**Committed to the objectives of the organisation** and willingness to meet the minimum time requirements.

To **promote the success of the organisation** for the benefits of its members, fostering business relationships with suppliers, customers and others.

Ensuring the organisation has a **long-term (three- to five-year) commercial strategy** designed to achieve the financial targets set by the IOSH Board of Trustees.

Reviewing and approving **financial plans/budgets**.

Monitoring and **managing ISL performance** against agreed strategy and KPIs.

**Reviewing financial results** (P&L, balance sheet and cashflow) including quarterly forecasts.

Ensuring the organisation **manages and applies its resources responsibly** and exclusively in pursuing its strategic objectives.

To **consider and approve statutory accounts** considering the financial statements, notes to the accounts and the audit findings report provided by the external auditors.

Reviewing **relevant internal audit reports**, inspections and compliance reports.

Ensuring there is a process to **identify risks faced by the organisation and** that identified risks are appropriately mitigated and communicated to the IOSH Group Audit and Risk Committee.

**Identifying situational conflicts** and conflicts of interest and taking appropriate steps to manage these.

To **work in collaboration** with a range of stakeholders both internally and externally.

# Person requirements

**A member of the ISL Board will also be able to demonstrate and provide evidence of the following:**

## Skills and abilities

1. Excellent verbal and written communication skills.
2. Excellent interpersonal and negotiation skills with the ability to persuade, influence and, when appropriate, challenge with tact and diplomacy.
3. Strong business acumen with a strategic vision and good, independent judgement.
4. Ability to work constructively with all stakeholders to address unclear and conflicting requirements.
5. Strong strategic and analytical skills.
6. Ability to shape a long-term vision and articulate the vision into operational plans.
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of a company director.

## Experience

1. Substantial experience at director level reporting to a board. Working as part of a corporate team to deliver collective leadership across an organisation.
2. Experience of developing strategic objectives, translating these into corporate plans with operational delivery targets, KPIs and risk management processes.
3. A proven track record of leading a modern, agile, successful organisation.
4. Commercial planning and performance delivery experience.
5. Successful experience of managing change and getting 'buy-in' in a changing organisation.
6. Operating under a system of regulations and internal controls as well as external regulations and legislation.

## Terms of appointment

The role is unremunerated, however reasonable expenses will be paid in line with the travel and subsistence policy.

It will require a time commitment of approximately four days a year (inclusive of Board meetings) plus meeting preparation time.

Meetings are usually held virtually, however there may be an occasional requirement to attend IOSH's Head office, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK.

## Education

Degree holder or qualification by experience.