

Non Executive Director / Chair – Job Description

About GreenServ

GreenServ is an employee-owned, independent environmental planning and assessment, landscape design and ecology consultancy, working primarily across the UK but also internationally. Over the last few years, we have grown our top and bottom lines, and generated good cash levels, contributing to a healthy balance sheet.

GreenServ has high client satisfaction and has won numerous industry awards. The company was named as Planning Consultancy of the Year 2019-20 in the Planning Awards.

With a track record spanning 35 years and a team of over 125 skilled professionals, we bring great depth of knowledge and experience to our work across the private and public sectors.

Whether we're advising a commercial developer, utility company, Government agency or local authority, ours is a collaborative approach, which puts the client at the heart of the process.

We listen. We take the time to understand what drives our clients. Then we create bespoke and appropriate solutions that meet their needs and deliver the greatest value for their projects.

We pride ourselves on being at the forefront of innovative thinking, which has led to a strong reputation for successfully resolving even the most complex of issues. No matter what the project, we aim to find the most sustainable solution.

We're also passionate about the legacy we leave and hope to make a real difference through the work we do.

Overview

The NED is the sole Non Executive of the company and chairs the Board of Directors, He/She is expected to bring an external, independent perspective to the Board, assist with strategy, help develop the business and ensure that the risks are suitably managed. The NED is expected to challenge and advise the executive directors, in line with the GreenServ company values below, and help them to reach balanced judgements.

- Contribution – Making a difference to the world we live in
- Innovation – Achieving excellence through creativity
- Collaboration – Realising together we are stronger
- Intelligence – Nurturing talented minds to deliver success
- Professionalism – Demanding integrity and quality in all we do

Roles and Responsibilities

Internal

1. Chair GreenServ Board in a Non-Executive capacity*
2. Bring an external, independent perspective and advise the Board accordingly
3. Assist in setting and revising strategy and objectives
4. Challenge executive directors on their decision making
5. Scrutinise the performance of management against the objectives and values of the company
6. Help to determine appropriate levels of remuneration of executive directors and senior management and to advise on reward mechanisms
7. Advise on risk management and internal control frameworks
8. Advise on systems which support the integrity and quality of management information

9. Advise on governance arrangements and assist with succession planning, including chairing Appointments Panel
10. Chair and participate in strategy meetings/AGMs with senior staff/shareholders or all staff, including Spring and Autumn Gatherings

** Board meetings are usually held at one of the GreenServ offices, but may also be in an off-site location e.g. on the same day as one of the wider company gatherings.*

External

1. Involvement in business development, (working closely with Board and senior team), including client visits and presentations at client events or conferences
2. Provide access to useful contacts and networks to help develop new business in line with strategy
3. Identify opportunities for GreenServ, for example new services, clients or partners

Person Specification

Previous Experience

- a. Strategic management or business development role preferably in a consultancy organisation, ideally engaged in environmental-related services
- b. Director of similar-sized company which has undergone sustained growth (Executive or Non-Executive)
- c. Strategy development, governance, business development and operational experience
- d. Chairing business committees or Boards
- e. Understanding of markets in which GreenServ operates or wishes to develop, including private, public and not-for-profit sectors

Skills and Qualities

- a. Understanding of GreenServ values and environmental ethos, and track record of living these
- b. Gravitas to be respected internally and externally
- c. Ability to engage constructively with senior management and to challenge on difficult issues in a non confrontational way
- d. Successful motivator of senior management
- e. Clear and enthusiastic communicator; verbal and written
- f. Strategic thinker and business development orientation
- g. Understanding of systems and risk management
- h. Good understanding of management accounts and related management information
- i. Knowledge of reward and motivation mechanisms
- j. IT literate

Time commitment

The current Board meets approximately 8-10 times a year, and holds additional strategy meetings, including with senior staff/shareholders. The NED is expected to be available for ad-hoc advice to the Board on an as-needs basis. The total time commitment per annum is estimated as 25 days.

Period of appointment

The appointment will initially be for two years, with the option of renewing at the end of this period up to a further 3 years when LUC may seek a fresh appointment.

Conflicts of interest and commercial confidentiality

The NED appointment is made on the basis of trust, a key component of which is to ensure that there are no conflicts of interest between this appointment and posts held elsewhere.

All material provided to the NED by the company should be treated as commercially sensitive, and not disclosed to third parties without the written permission of the GreenServ Board, and should remain confidential for a period of at least 3 years following termination of the contract. (This clause applies to connected persons of the NED).

Fees and expenses

Remuneration will be on a daily rate at a rate of £1000 per day, subject to a maximum level to be determined by GreenServ on a per annum basis. Any additional time spent over the maximum will need to be agreed in advance.

Payment will be made monthly through payroll with appropriate deductions, on the basis of receipt of a timesheet, itemising activities during the month.

Travel and subsistence expenses, for example attending Board meetings, will be reimbursable in line with LUC's policy at cost, on submission of evidence in the form of receipts.

Location

LUC has office locations in London, Bath, Leicester, Edinburgh, Manchester and Newcastle upon Tyne. The NED could be based anywhere in the UK but must be able to travel to the office locations for Board meetings, and occasionally to other locations for special events.