

## Transport for the North (TfN) Board and Partnership Board Chair Role Brief & Person Specification

**ACCOUNTABLE TO:** TfN Board

**ANTICIPATED TIME COMMITMENT:** Up to 60 days per annum

**REMUNERATION:** Up to £60,000 per annum (IR35 is applicable to this role)

**INITIAL TERM OF APPOINTMENT:** Four Years – subject to re-appointment as Chair by the TfN Board on an annual basis in accordance with TfN's Constitution

**NOTICE PERIOD:** Three Months

**LOCATION:** TfN has offices in the centre of Leeds and Manchester, however, you will be required to operate flexibility across the whole of the North of England

### MAIN PURPOSE

Provide leadership and direction through Chairing TfN Partnership and TfN Board meetings and ensuring that TfN is run in a transparent and equitable manner, adhering to TfN's Constitution.

Support TfN's CEO where required in building and managing national, regional and local member, business and political relationships and work collaboratively to support the strategic leadership of TfN and delivery of its strategic priorities.

Lead ambassadorial duties on behalf of TfN and its members and where appropriate champion the North's interests alongside actively building TfN's brand and supporting delivery of its vision.

### PRINCIPAL ACCOUNTABILITIES

#### Governance

- Plan and prepare for TfN Board and Partnership Board meetings to ensure that all meetings are run efficiently, effectively, transparently and in accordance with TfN's Constitution.
- Effectively Chair TfN Board and Partnership Board meetings to ensure that there is full participation during meetings, that all relevant matters are discussed, and that effective outcome focused decisions are made and minuted in accordance with TfN's Constitution.

#### Strategy & Leadership

- Ensure that all Board members are involved in TfN's work, ensuring their full involvement and contribution to critical TfN decision-making.
- Ensure through TfN's CEO, Statutory Officers and Directors that relevant, accurate, timely and clear information is provided to the TfN Board and Partnership Board in order to make sound outcome focused decisions, monitor issues, and provide appropriate advice.
- Together with the Vice Chairs ensure that the TfN Board provides leadership, support, and advice to the TfN CEO and Executive Team.
- Act as a trusted adviser to TfN on business issues and as a lead representative for TfN across the business community as required.

- Uphold high standards of integrity and probity and support TfN's CEO and Directors in instilling the appropriate outcome focused culture, values and behaviours in the TfN Board's and across the wider organisation.

#### **External Representation & Relationship Management**

- Foster positive working relationships amongst Board members. Lead and ensure on-going proactive engagement with all Board Members acting as a key link between all members and TfN Officers as necessary.
- Ensure, in conjunction with TfN's CEO, that the views of major stakeholders are communicated to TfN Board's and that members of those Board's develop an understanding of those views.
- Support and work alongside TfN's CEO in acting as a key ambassadorial figure for TfN at a local, regional and national level championing the North's interests alongside actively building TfN's brand and supporting delivery of its vision.
- Support and work alongside TfN's CEO where appropriate in representing TfN in meetings with business and public-sector partners including with Government Ministers.
- Effectively represent TfN where appropriate via co-ordinated media, press, and PR activities, and ensure productive and positive relationships.
- Lead where appropriate the engagement of the private sector, and individual local authorities, to champion and deliver a shared agenda.

#### **KNOWLEDGE/EXPERIENCE/SKILLS NEEDED**

##### ***Knowledge/experience:***

- Extensive leadership experience within the public, private or commercial sector.
- Proven experience of leading a partnership, including managing Board members, partner and stakeholder relationships.
- Track record of success in actively promoting effective collaborative and partnership working.
- Good understanding and knowledge of the political, central & local government and business environment across the North of England within which TfN operates.

##### ***Skills/abilities:***

- Ability to Chair meetings effectively.
- Close affinity with the North and passion to champion the North's interests locally, regionally and nationally.
- Ability to exercise effective judgement and outcome focused decision-making in a political and multi-disciplinary environment.
- Well-developed strategic, influencing, and negotiation skills, and ability to work across organisations in an open and effective way.
- Ability to grasp strategic issues facing central & local government in the furtherance of growth policies and change initiatives.
- Excellent leadership and team working skills, with strong self-confidence and motivational skills.
- Excellent communication and presentation skills.
- Excellent networking skills.
- Demonstrable tact, diplomacy, and powers of persuasion.
- Ability to act in accordance with the seven Nolan Principles of public life.