

Group Board Member & Subsidiary Chair (Discovery)

Job description and Person Specification

Accountable to: Chair of Group Board

Purpose of the role

Group Board members are responsible for ensuring the management control, accountability and good conduct of Dimensions and its subsidiaries and are required to:

- Ensure Dimensions adheres to its purpose and mission;
- Guard organisational culture and values;
- Develop the vision and strategy with the Group Executive Team;
- Ensure the organisation is well led, efficient and effective;
- Provide scrutiny, challenge and support to the Group Executive Team;
- Be open and transparent in accounting to all Dimensions' stakeholders;
- Add value by contributing advice and assistance according to individual expertise;
- Act as an advocate and ambassador for Dimensions.

Dimensions Group Board Members are also a Trustee of Outreach 3-Way, which is a Registered Charity, and a Director of Dimensions Personalised Support Limited. The three Boards (Dimensions, DPS and Outreach 3-Way) are co-terminus.

The Chair of Discovery is responsible for:

- Providing the Subsidiary Board with leadership
- Ensuring effective governance of the Subsidiary, including efficient conduct of meetings and that all Subsidiary Board Members are able to express their views
- Establishing a constructive relationship with and supporting the Subsidiary Managing Director
- Ensuring the Subsidiary Board meets its legal duties and responsibilities as a Registered Charity
- Ensuring the subsidiary Board fulfils its objectives and key functions in line with its role as a subsidiary of Group

We are looking for someone who shares our Group vision of **Better Lives for More People**.

Core duties

- To have a good understanding of the objectives and priorities of the Dimensions Group.
- To foster good working relationships and shared understanding, and promote effective communication across the Group with Board and Committee Members and respective Executive Teams.

- To provide challenge in a constructive manner, and to support and provide advice to the work of the Boards and Committees.
- To apply skills, knowledge and personal or professional perspective to the discussions and decisions the Boards and Committees make.
- To apply perspective to situations, and have a balanced and objective view in order to consider the needs of different parties in coming to conclusions.
- To contribute to, and share responsibility for, the Boards and Committee decisions, including their duty to exercise reasonable care, skill and independent judgement.
- To exercise independent judgment and to act only in the interests of the Dimensions Group as a whole, and not on behalf of any individual or entity.
- To lead by example and maintain the highest standards of governance conduct and demonstrate relevant knowledge of organisational governance.
- To manage Subsidiary Board Meetings, ensuring the business is effectively conducted and that all Subsidiary Board Members are given the opportunity to express their views.
- To take decisions delegated to the Subsidiary Chair. Where decisions are required urgently between board meetings, to do so with the advice of the Subsidiary Managing Director and following as wide a consultation with Board Members and executives as possible.
- To support the Subsidiary MD through a dotted line management arrangement.
- To participate in reviews of individual, committee and Board performance and measures designed to develop capacity and effectiveness.
- To lead the performance review for Subsidiary Board Members.
- To have a strong commitment to enabling choice and control for people with learning disabilities and/or autism.
- To look beyond Dimensions Group at issues affecting the learning disability and/or autism communities in the UK.
- To represent the Subsidiary and the Group.
- To prepare for and attend committee meetings, away days, training/development events and other internal and external events as required.

Please note this job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by the Group Chair of the Board.
- Maintain confidentiality in accordance with our data handling & protection policy and procedure.

Equality & Diversity

Promoting equality, celebrating diversity and ensuring inclusion is fundamental to us in Dimensions. We are committed to equality of opportunity for all, and applications are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

To reflect our ambition and commitment to be more representative in our governance structures, we particularly encourage and welcome applications from young people, people with a disability, people from minority ethnic backgrounds and people from the LGBTQ+ community.

Practical Arrangements for Group Board Member & Subsidiary Chair Role

You should expect to commit around **[20-25] days per annum** for attending Board meetings, Committee meetings, and other ad-hoc meetings, including with Dimensions and Discovery Councils, attending Listening Events and visiting the people we support in their homes. You should also allow additional time for reading papers, e-mails, etc. We do not expect the total time commitment to exceed 40 days in total over the year.

There are **6** Group Board Meetings every year, plus an Away Day and a Joint Meeting with the Dimensions Council.

The remaining dates for 2022 are:

3 August 2022 (to observe); 28 September 2022; 12 October 2022 – meeting with Council; 10/11 November 2022 – Away Day; 30 November 2022

There are **6** Discovery Board Meetings every year:

The remaining dates for 2022 are:

28 July 2022 (to observe); 27 October 2022; 8 December 2022

The Board meetings normally comprise of around a 3 hour Board Meeting starting in the morning plus a strategy/CPD session of 2 hours, which is sometimes separate. The Away Day and joint meeting with Council may be different.

There is going to be a mix of virtual and face to face meetings throughout the year.

Any face to face meetings of Group Board meetings would normally be held in central London.

Any face to face meetings of the Subsidiary Board would normally be held in Somerset.

You may be asked to join a Group Committee, meetings of which are held virtually on a quarterly basis.

Some overnight stays may be required in the future.

All new Board and Committee members receive a comprehensive induction, which includes support around preparation for meetings and pairing people with an experienced Member.

Person specification

Please use this in conjunction with the advertised requirements. The criteria will be considered as part of the shortlisting stage and interviews.

Skills – we consider the following to be essential

- Non-Executive experience.
- Experience of senior leadership at Board level or equivalent.
- Excellent interpersonal, communication and listening skills: Be able to relate to people at all levels in the organisation, possess tact and diplomacy and the ability to form positive working relationships and partnerships with people both inside and outside Dimensions. Able to question, challenge and negotiate appropriately and effectively.
- Ability to apply perspective to situations and have a balanced and objective view in order to consider the needs of different parties in coming to conclusions.
- Possess confidence to challenge, ask questions appropriately and keep to an appropriate level of detail.

Skills – we consider the following to be desirable

- Experience of being a Chairperson.

Knowledge and understanding – we consider the following to be essential

- An understanding of Dimensions Group' values and commitment to the support of vulnerable people.

Knowledge and understanding – we consider the following to be desirable

- A strong track record of achievement in his or her chosen field – in the public, private or voluntary sectors.
- Some knowledge / understanding of the social care sector.
- Experience of social enterprises.

Attributes – we consider the following to be essential

- Acts with integrity: What he/she does is grounded in what they believe. Demonstrates high professional standards, understands accountability and is open and honest in dealings with others.
- Builds a positive culture: Keen to enhance the performance of the organisation through promoting positive change and challenging ineffective systems, processes and behaviours.
- Supports Meetings: takes an active role in ensuring that meetings are focused and productive. Prepares thoroughly in advance, contributes actively and fosters an environment that encourages others to contribute.

- Builds relationships: Works hard to develop and maintain effective relationships with Non-Executives, staff and external parties through openness and respect and showing a genuine interest in other people's perspectives.
- Demonstrates intellectual rigour and analytical insight: Able to process information quickly, act decisively and find novel solutions to problems. Takes a balanced view considering the needs of different parties and maintains objectivity despite personal values and beliefs.
- Communicates clearly: Able to translate complex messages so that others can understand; to influence a wide range of audiences and acts as an ambassador for the organisation, seeking out opportunities to promote the work of Dimensions in both internal and external forums.
- Demonstrates resilience: Remains positive.
- Even during difficult times and displays maturity when faced with criticism.