



## Chair of UKTram Board - Role Profile

<b>Title: Chairperson</b>	<b>Business/Department: UKTram Board</b>	<b>Reports to: UKTram Board</b>
<p><b>Purpose:</b></p> <p>The principal role of the Chair of the Board is to manage and to provide leadership to the UKTram Board.</p> <p>The Chair 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 oversees that members aspirations are considered by the Board for future initiatives (as appropriate), and that Board decisions and UK tram activities are communicated with the membership. The Chair must have the ability to influence and represent the work of UKTram with senior stakeholders including ministers, politicians, senior officials, and wider 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 other than the Chair’s remuneration package, which could interfere with the Chair’s independent judgment.</p>		
<b>Key Accountabilities:</b>	<b>Key Measures of Performance:</b>	<b>Person Specification:</b>
<p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• To provide independent advice and counsel to the Managing Director.</li> <li>• To keep abreast generally of the activities of the Company and its management.</li> <li>• In concert with the Managing Director, develop and set the agendas for meetings of the Board.</li> <li>• 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.</li> <li>• To work in partnership with the Managing Director to ensure that UKTram has a clear vision, mission, and strategic direction and that the Board are focused on achieving these.</li> </ul>	<p><b>Delivery Function:</b></p> <ul style="list-style-type: none"> <li>• Oversee that the Managing Director carries out their duties, including providing all required information for board discussion, Business Plan development and delivery.</li> <li>• Oversee the Managing Director’s performance and support/challenge accordingly including conducting personal reviews and supporting their personal development.</li> <li>• Monitor the delivery of the UKTram Business Plan through progress reports from the Managing Director.</li> <li>• Understand the performance of UKTram’s subsidiary company LRSSB (Light Rail Safety</li> </ul>	<p><b>Able to demonstrate &amp; role model these attributes:</b></p> <ul style="list-style-type: none"> <li>• Leadership Skills, Strategic Thinking Professionalism, Safety Conscious, Stakeholder Focused, Approachable, Reliable, Enabler, Motivator and Negotiator.</li> </ul> <p><b>Essential Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to chair the board of a national body effectively, with a strong understanding of safety and the role of the LRSSB.</li> <li>• Commitment to evidence-based decision making and transparency, demonstrating an</li> </ul>

<ul style="list-style-type: none"> <li>• Have an active involvement in developing the UKTram Business plan and overseeing its delivery.</li> <li>• To engage the Board in assessing and improving its performance.</li> <li>• To ensure all Directors are involved in the Boards work.</li> <li>• Promote the Company’s vision and mission statement.</li> <li>• Hold a monthly liaison meeting with the Chair of LRSSB.</li> </ul> <p><b>Communications &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• To ensure that the Directors are properly informed, and that sufficient information is provided to enable the Directors to form appropriate judgments.</li> <li>• Work with the Managing Director in maintaining a high-level liaison with Stakeholders, Government, DfT (Department for Transport), ORR (Office of Rail and Road).</li> <li>• Oversee that the Company’s performance is reported to members and stakeholders.</li> <li>• Oversee that key changes, initiatives and successes achieved within the Light Rail industry are communicated with members.</li> <li>• Oversee that the Company undertakes all statutory and financial responsibilities.</li> </ul> <p><b>Coordination &amp; Liaison</b></p> <ul style="list-style-type: none"> <li>• Support (where appropriate) relevant industry-based seminars/meetings and participate in UK, European and International Light Rail/Tramway communities to undertake talks</li> </ul>	<p>and Standards Boards) including how it is delivering against its Business Plan.</p> <p><b>Membership Engagement</b></p> <ul style="list-style-type: none"> <li>• Understand the composition of the membership and oversee that member engagement and input is measured and reported.</li> <li>• Oversee that members contributions are acknowledged, and considered as appropriate.</li> <li>• Encourage and support awareness of how members input contributes to continuous development of the industry.</li> <li>• Be passionate about member engagement across the business and promote company initiatives.</li> <li>• Support the management of stakeholder and member relationships at Executive level.</li> </ul> <p><b>Continuous Improvement Culture &amp; Fit for the Future</b></p> <ul style="list-style-type: none"> <li>• Support and encourage the continuous development of the UKTram team.</li> <li>• Encourage continuous improvement within the industry and promote best practise.</li> <li>• Identify areas of risk within the industry and work with the Board, the Managing Director and the wider UKTram team to understand the implications and agree any mitigations UKTram may need to undertake to reduce the risk level.</li> <li>• Be aware of changes in any significant regulatory or statutory requirements within or affecting the light rail industry and work with the Board, the Managing Director and wider UKTram team to agree any actions UKTram</li> </ul>	<p>understanding of the impact of decisions across the public and private sectors.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Able to think strategically whilst also understanding tactical delivery of objectives.</li> <li>• Able to ensure that strategies remain relevant and to lead change where appropriate.</li> <li>• Able to meet time commitments and deadlines.</li> <li>• It is essential that you have competency and experience at working at a Senior Executive level.</li> <li>• The Chair should have the ability to raise their profile within the industry and with potential members.</li> <li>• Commercial experience with an understanding of complex organisations.</li> <li>• Must have good knowledge of the workings of government, particularly the wider DfT.</li> </ul> <p><b>Personal Skills</b></p> <ul style="list-style-type: none"> <li>• Proactive attitude with a strong level of ownership.</li> <li>• Manage priorities effectively with enough flexibility to respond to changing needs and requirements.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Able to give and receive feedback effectively.</li> <li>• Able to develop and sustain relationships at all levels, especially Executive and political levels.</li> </ul>
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<p>and presentations on behalf of UKTram in these forums.</p> <ul style="list-style-type: none"> <li>• To call special meetings of the Board where appropriate.</li> <li>• In concert with the Managing Director, determine the date, time, and location of the annual meeting of members and develop the agenda for the meeting.</li> </ul>	<p>may need to undertake to support the industry through the changes.</p> <ul style="list-style-type: none"> <li>• Promote Light Rail and UKTram/LRSSB's benefits to the wider world.</li> </ul>	<ul style="list-style-type: none"> <li>• Role model with great personal leadership skills and high levels of integrity.</li> <li>• Proactive continuous professional development.</li> <li>• Appreciates the value of face-to-face meetings.</li> <li>• Strong commitment to Corporate Social Responsibility issues.</li> </ul> <p><b>Location and Working Arrangements</b></p> <ul style="list-style-type: none"> <li>• Able to be flexible with time and travel commitments.</li> <li>• Ability to work remotely and at various locations throughout the UK.</li> <li>• Support and approval from current employer (if applicable) to dedicate sufficient time to the role.</li> </ul>

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

**Contract:** Fixed term

**Time Commitment:** Approximately 2 days per calendar month (variable dependent on demand)

**To apply:** email covering letter and CV to [careers@uktram.co.uk](mailto:careers@uktram.co.uk)

**Closing date:** 30<sup>th</sup> August 2023.

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