

JOB DESCRIPTION

Non-Executive Director

Reports to: Chair

Introduction

The Environmental Trust Scheme Regulatory Body trading as ENTRUST is a not for profit company, limited by guarantee, set up to regulate the Landfill Community Fund (LCF), under a Terms of Approval (TOA) agreed with HM Revenue & Customs (HMRC).

The Government permits elements of the landfill tax it levies on Landfill Site Operators (LOs) to be utilised to benefit local communities and the environment. From 1 April 2020 LOs were allowed to contribute up to 5.3% of their landfill tax liability to Environmental Bodies (EBs), set up under the scheme, as a tax credit.

ENTRUST's role is to regulate EBs, by ensuring that they fully comply with the requirements of the Landfill Tax Regulations 1996 (Regulations). In delivering this role, we register EBs, provide policy advice and guidance and undertake compliance reviews of EBs.

Accountability

ENTRUST's Non-Executive Directors (NEDs) work alongside and in collaboration with the Chair, and the Chief Executive (CEO) as equal members of the Board. They share collective responsibility for all Board decisions and for the success of the Company.

Main Duties and Responsibilities

All of ENTRUST's NEDs should bring innovation and experience and therefore drive forward the strategic agenda of the Board. In achieving this objective, the NEDs should provide a constructive challenge to the Board and the Executive so that decisions made by the Board achieve the best possible outcome.

All NEDs must however, balance the need to remain independent of the operational day-to-day business of the Company, while maintaining a level of knowledge that will enable them to ask challenging and robust questions. They should be able to scrutinise operational and financial performance and satisfy themselves as to the integrity of financial and other information and that financial and other quality controls and systems in operation within the Company are robust and effective.

Depending upon their personal skills and experiences, NEDs may be appointed as Chairs, or members to one, or more of the Committees of the Trust's Board, namely:

- Audit; and
- Human Resources and Remuneration (HR).

The Chairs of the Committees have responsibility for setting their Committees' agendas in consultation with the CEO to fulfil their terms of reference.

PERSON SPECIFICATION

Key Responsibilities

- Providing an independent view and creative contribution at Board and Committee meetings in the pursuit and delivery of ENTRUST's strategic vision, the delivery of the TOA and the Corporate Plan;
- Constructively challenging, monitoring and supporting ENTRUST's Senior Management Team (SMT) and holding them to account for the delivery of the strategic vision, TOA, organisational priorities and business plan objectives;
- Building and maintaining relationships with key partners, notably Landfill Operators (LOs) and EB Chairs to improve the efficiency and effectiveness of ENTRUST's role as the Regulator of the LCF;
- Attending the Company's Committee meetings where appropriate and providing assurance regarding ENTRUST's governance framework;
- Role modelling the company values (collaborative, adventurous, reliable, energetic) and ensuring that the organisation promotes equality and diversity for Stakeholders and Staff; and
- Ensuring their individual behaviours have a positive impact on ENTRUST, other NEDs and Staff.

Essential Criteria

- Previous Senior Management experience as either an Executive, or NED, preferably with some of that experience gained in a public sector body and/or regulatory body;
- Chairs of the Audit and HR Committee should possess relevant professional qualifications, or substantial experience in these areas;
- The ability to develop and maintain constructive professional relationships with other Board members and key stakeholders through excellent interpersonal skills, team working and an open and receptive communication style;
- The ability to analyse, interpret and challenge complex information in order to support the Executive in managing the business, for example reviewing policy developments;
- Have the judgement, coupled with the mental resilience, to lead and participate in making challenging evidence-based decisions, for example reviewing complex enforcement case files;
- Have a demonstrable understanding of providing strategic direction and knowledge of governance and how a Board can add value to an organisation; and
- Role model the Nolan Principles for Public Life, have strong levels of personal integrity and ensure that the company fully adopts where appropriate other regulatory codes for example FRC Combined code.

Desirable Criteria

- Have an interest and understanding of the benefits that community/environmental projects deliver; and
- Foster an ethos of continual improvement and a learning and development culture throughout ENTRUST.