

JOB TITLE:	Board Member, Millennium Point Property Limited
HOURS:	Board members are expected to devote sufficient time to carry out their functions in an effective way. There are six board meetings annually, which last approximately 2 hours. These may be during the working day or early evening. It is also envisaged that all Board Members will contribute by participating on some committees and task and finish groups.
PAY BANDING:	This is a non-executive and unpaid role.
REPORTING TO:	The Chair of the Board

ROLE PURPOSE

To act as a Board Member of Millennium Point Property Limited (MPPL), offering guidance, support, expertise and an objective perspective to the Board on the key matters of strategy, operational management, organisational structure and development, commercial and financial affairs, and risk management. As a board member you will help the organisation set and deliver its strategy and vision.

MPPL is owned by the Millennium Point Trust, a registered charity, and therefore the board of MPPL has a key role to play in the management of MPPL as a commercial business within the wider charitable group.

KEY RESPONSIBILITIES

Strategy

- To provide advice, judgement and feedback to the Board on business planning and organisational strategic direction
- To support the Board in establishing clear objectives for delivering and achieving business plans.
- To assist the Board in setting challenging objectives for improving organisational performance in all areas.
- To contribute towards the leadership, planning and implementation of change.
- To provide an external perspective to support, constructively challenge and analyse the development of Company strategy.
- To serve as an active advocate and ambassador for MPPL.

Financial

- To ensure that financial information is published in accordance with Board requirements and that financial controls are robust and defensible.
- To provide the approval of business plans and annual budgets at Board level.

Performance

- To participate in the analysis of performance management in meeting agreed goals and objectives and in monitoring the reporting of performance.
- to give support to the Executive team where needed

Governance

- To ensure that the organisation is run in a transparent and equitable manner consistent with Company values and purpose and to meet the requirements of the Companies Act.
- To ensure that systems of risk management are robust and defensible.

Board Activities

- To attend the regular Board meetings and, as required, to be a member of other ad hoc meetings where a Board members' presence is required.
- To offer advice and guidance in a consultative capacity to the Chair and Executive Team as required.
- To act as an unbiased, objective and impartial member of the Board, ensuring that all decisions taken are in the best long term interests of MPPL and MPT as well as MPPL's stakeholders and employees.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> → Educated to degree level or equivalent → Excellent standard of written English & Numeracy 	
EXPERIENCE	<ul style="list-style-type: none"> → At least 2 years' experience as a Board Member → Experience of financial management / human resources management and organisational legal responsibilities management → Significant senior management /Board level experience → Demonstrable experience of the successful management of change → Experience of identifying strategic risks and opportunities → Experience of making high quality decisions in complex environments → Strong understanding of corporate governance 	<ul style="list-style-type: none"> → Experience of being a mentor and sharing skills and experience in a related discipline
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> → Ability to identify and capitalise on opportunities to ensure a sustainable organisation, including an understanding of charity governance and fund raising → Excellent communication skills → Strong negotiation skills → Ability to create collaborative relationships 	<ul style="list-style-type: none"> → Experience of both public and private organisations and of operating across this divide → A good understanding of commercial property combined with an understanding of the demands of both visitors and tenants and the ability to be customer focussed

COMPETENCY		REQUIRED BEHAVIOUR
LEADERSHIP		
STRATEGIC VISION		<ul style="list-style-type: none"> • Knowledgeable of Millennium Point vision, strategy, and direction across all areas and ability to relate this to own portfolio of activities
LEADING & INFLUENCING		<ul style="list-style-type: none"> • Inspires staff and business contacts to engage fully with the long-term vision and purpose of Millennium Point • Actively promotes Millennium Point’s reputation externally and internally – publicises successes widely
CONTEXTUAL ASUTENESS		<ul style="list-style-type: none"> • Understands the underlying social, political and historical factors influencing Millennium Point and uses this understanding to achieve required aims. • Knows who the key influencers are and how to go about involving them to shape activities and deliver results across the organisation. • Understands the formal and informal mechanisms and relationships that make up the decision making process of the organisation. • Identifies the relevant interest groups, networks and groupings
MANAGEMENT		
DELIVERING RESULTS		<ul style="list-style-type: none"> • Develops contingency plans to address unexpected developments – adjusts quickly when things change and takes prompt corrective action when things begin to divert from plan • Consistently delivers on time and to standard
MANAGING PERFORMANCE		<ul style="list-style-type: none"> • Regarded by others as an effective role model for performance, continuous learning and self-development.
PERSONAL DELIVERY		
COMMUNICATION		<ul style="list-style-type: none"> • Consistently communicates effectively with individuals at all levels from both within and outside of Millennium Point • Communicates with confidence, credibility, and tact at all times
RELATIONSHIPS		<ul style="list-style-type: none"> • Encourages inter and intra-organisational collaboration • Builds and maintains effective relationships to optimise success • Actively promotes knowledge sharing across the organisation
CUSTOMER FOCUS		<ul style="list-style-type: none"> • Displays a strong commitment to making service performance improvements • High-level awareness of the needs of internal and external customers • Outstanding internal and external customer service skills
DECISION MAKING		<ul style="list-style-type: none"> • Handles complexity and identifies the heart of problems to create clarity and act decisively • Combines a range of business information to identify key issues and risks • Recognises when decisions can be taken and when they need to be deferred to a higher level
SELF-MANAGEMENT		
SELF-AWARENESS		<ul style="list-style-type: none"> • Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations. • Is aware of own personal strengths and development needs • Learns from experiences and takes action to modify own behaviour • Accepts constructive criticism • Is open to change

SELF-CONFIDENCE

- Acts with confidence and self-assurance
- Takes on stretching challenges that others may back away from
- Prepared to challenge the status quo and others in positions of power in pursuit of a specific goal

INTEGRITY

- Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards
- Ensures confidentiality is maintained at all times

ADAPTABILITY / FLEXIBILITY

- Actively seeks out new ways of doing things in pursuit of continuous improvement
- Embraces and promotes new approaches when appropriate
- Shows willingness to lead and implement change as the organisation evolves
- Shows tolerance for ambiguity and unstructured situations
- Changes plans, goals, actions and priorities to deal with unpredictable or unexpected events, pressures, situations and job demands

SELF-CONTROL

- Manages own responses and reactions carefully when faced with demanding situations.
- Remains objective and stable