

# Role profile

## Non-Executive Director (IOSH Member) IOSH Services Limited (ISL) Board

### Role overview

The IOSH Services Limited (ISL) Board is appointed by its Shareholders (the IOSH Board of Trustees). The ISL Board has legal accountability for all activities and results of ISL. It is responsible for overseeing implementation of strategy and effective performance, risk management and governance. It ensures that the Company has a long term (three to five year) commercial strategy designed to achieve the financial targets approved by the Shareholders.

### Role responsibilities

- Legally accountable for all ISL activities and results acting in accordance with the powers set out in the Articles of Association.
- To exercise good judgement and reasonable care, skill and diligence expected of a director
- To be collectively responsible for the actions of the organisation and other directors
- Committed to the objectives of the organisation and willingness to meet the minimum time requirements
- To promote the success of the organisation for the benefits of its members, and stakeholders
- Ensuring the organisation has a long-term (three to five year) commercial strategy designed to achieve the financial targets set by the IOSH Board of Trustees
- Review and approve financial plans and budgets
- Monitoring and manage ISL performance against agreed strategy and KPIs
- Reviewing financial results (P&L, balance sheet and cashflow) including quarterly forecasts
- Ensure responsible and strategic resource management aligned with ISL's objectives
- To consider and approve statutory accounts including the financial statements, notes to the accounts and the audit findings report provided by the external auditors
- Review internal audit reports, inspections and compliance reports
- Ensuring there is a process to identify risks faced by the organisation and that identified risks are appropriately mitigated and communicated to the IOSH Audit and Risk Committee
- Identify and manage conflicts of interest and situational conflicts
- To work in collaboration with a range of stakeholders both internally and externally

### Experience

- Substantial experience at Director level reporting to a board. Working as part of a corporate team to deliver collective leadership across an organisation
- Experience of developing strategic objectives, translating these into corporate plans with operational delivery targets, KPIs and risk management processes
- Experience of leading an organisation or significant business unit
- Commercial planning and performance delivery experience
- Operating under a system of regulations and internal controls as well as external regulations and legislation

### Person requirements

- A reputation for total integrity, honest and professionalism
- Willingness to accept collective responsibility
- Compliant with CPD requirements throughout the term of office

## Our four values:



### One IOSH

We work together as one IOSH with the shared aim of achieving effective strategic outcomes and business success



### Integrity

We treat our colleagues, stakeholders, customers, members and volunteers with respect by being committed and professional and by acting with honesty and integrity



### Excellence

We keep the promises we make by delivering an agreed standard of work to all colleagues, stakeholders, customers, members and volunteers, always learning and striving for excellence



### Flexibility

We are able to adapt ideas and new ways of working to bring innovation and continuous improvement to our business

## Knowledge of IOSH

- IOSH strategy (Activate 2028) and the role of the committee in relation to its success.
- the environment and market in which IOSH operates
- the role, responsibilities and remit of the committee and its place within the governance structure at IOSH

## Commitment

- Time commitment: approximately 4 days per year for board meetings, plus preparation time and ad hoc responsibilities as required
- Meetings held virtually.

## Skills and abilities

- Excellent verbal and written communication skills
- Strong interpersonal and negotiation skills
- Strategic vision and independent judgement
- Ability to work constructively with all stakeholders to address unclear and conflicting requirements
- Analytical and strategic planning skills
- An understanding of the legal duties, responsibilities and liabilities of a company director