

## PERSON SPECIFICATION – BOARD MEMBER

### Background

The States' Trading Supervisory Board (STSB) has been established by the States of Guernsey in order to:

- Carry out the States' role as shareholder of the incorporated companies which are owned by the States, these being: Cabernet Ltd (the Aurigny Group); Guernsey Electricity Ltd; Guernsey Post Ltd; and, Jamesco 750 Ltd;
- Ensure the efficient management, operation and maintenance of the States' unincorporated trading businesses, these being: Guernsey Ports (including Alderney Airport); Guernsey Dairy; Guernsey Water; Guernsey Waste; States Works; and, the Channel Islands Lottery;
- Undertake waste operation services as the Waste Disposal Authority.

The constitution of the Board is three members who are sitting members of the States and up to two members who shall not be members of the States. The STSB is seeking to recruit a Non-States Member for a four year term that will become vacant on 16<sup>th</sup> October 2021.

### Role

The STSB's vision is to ensure that the trading businesses are a group of well-managed, efficient companies that deliver a return in the long-term best interests of Islanders. It seeks to ensure that its companies deliver cost-effective and innovative services, whilst operating responsibly in the best interests of the community.

Within this context, the principal roles of the Board and its Members are as follows:

- To execute the duties of the shareholder in the incorporated companies on behalf of the States. Each of the companies has its own legal personality and operates under the direction of a board of directors independent of the States. Formal shareholder oversight is achieved through quarterly meetings attended by representatives of the STSB and the company's Board. These provide an opportunity to review: financial performance; KPIs; performance against shareholder objectives and business plans; and core business risks; and
- In respect of the unincorporated trading companies, to ensure the efficient management and operation of the businesses. This is carried out through separate individual boards for each business, which have been established as sub-committees of the STSB and includes senior management of the business and business advisors that have been recruited by the STSB from the private sector.

The STSB works within the States' framework of policies, guidance and instructions to set long-term strategy for sustainable and reliable service delivery.

## KEY CRITERIA

Non-States' Members are appointed to the STSB by the States of Deliberation upon the nomination of the President of the STSB. The Board wishes to recommend the appointment of candidate who can demonstrate a mixture of experience in the essential and desirable criteria set out in the table below:

	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Board experience at an executive/non-executive level</li> <li>• Strategic direction</li> <li>• Strategic and operational benchmarking</li> <li>• Customer responsiveness</li> <li>• Change management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/experience of Guernsey's government</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Board and shareholder responsibilities</li> <li>• Corporate governance</li> <li>• Risk Management</li> <li>• Operational efficiency and performance review</li> <li>• A commercial, legal and/or financial background</li> </ul>	<ul style="list-style-type: none"> <li>• Broad commercial experience in utilities, manufacturing, retail or infrastructure</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional</li> <li>• Creative</li> <li>• Strong/constructive communicator</li> <li>• Strong analytical skills</li> <li>• Problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurial</li> <li>• Visionary</li> <li>• Leadership</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Company Direction</li> </ul>
<b>Motivation &amp; Expectations</b>	<ul style="list-style-type: none"> <li>• Strong community commitment</li> <li>• Commitment to customer service</li> </ul>	

## **Remuneration and Time Commitment**

The States of Guernsey has agreed that a remuneration allowance of £8,615 per annum should be paid to a Non-States Member on the States' Trading Supervisory Board. Depending on the level of business, the Board will meet on either a fortnightly or monthly basis. Between them, the two Non-States Members act as Chairperson for the unincorporated Company Boards, which generally meet on a bi-monthly or quarterly basis.

## **Other Requirements**

The successful candidate will be required to provide the STSB with a completed Declaration of Interests and a completed Declaration of Unspent Convictions before their nomination is confirmed.

Interested candidates should send a copy of their CV, the names and contact details of two referees and a covering letter outlining their suitability for this position to the address below or by email to [TradingGroup@gov.gg](mailto:TradingGroup@gov.gg):

### **The President**

States Trading Supervisory Board  
Brickfield House  
St Andrews  
GUERNSEY  
GY6 8TY

**Closing Date:** 31 May, 2021

It is envisaged that interviews will take place in late-June or early-July.

Under the Data Protection (Bailiwick of Guernsey) Law, 2017, the STSB has a duty to ensure that the personal information it holds is processed lawfully, fairly and in a transparent manner. Further information regarding how the STSB processes personal data for this purpose can be found in the download sections at [www.gov.gg/NewSTSBmember](http://www.gov.gg/NewSTSBmember) or alternatively a hard copy of our Fair Processing Notice can be requested at [TradingGroup@gov.gg](mailto:TradingGroup@gov.gg).