

## PERSON SPECIFICATION

### Governing Body Member

- 1.1 The governing body of Loreburn Housing Association is the Management Committee. The Management Committee sets the strategic aims and values of the Association and ensures that the necessary resources are in place to deliver these effectively and efficiently. The Management Committee is responsible for ensuring the Association meets its obligations to its tenants, staff, stakeholders and the Regulator as set out within the regulatory framework. Management Committee members are required to support these aims, making strategic decisions in the best interest of the Association and take collective responsibility for an organisation that is committed to delivering the highest standards of service to our tenants, our staff and the communities we serve.
- 1.2 The Management Committee's need for new members with expertise in particular areas will vary from time to time depending on where there are gaps in the Committee's collective knowledge and experience or where gaps are expected to open up as current members step down.
- 1.3 In addition to relevant knowledge and experience, Management Committee members must possess the wide range of skills and attributes needed to work as an effective member of the Committee and must share our values.
- 1.4 Management Committee recruitment also has regard to the diversity of the communities served by Loreburn Housing Association and our commitment to achieving equality of opportunity, diversity and inclusion in all its activities.

**The Person Specification must be read alongside the Role Profile which sets out the duties and requirements of Committee Members.**



## Competency Framework

To be a Management Committee member you should be able to demonstrate how you can add value to our organisation in a number of the following areas:

### Think strategically

Be able to understand the environment in which we work, see the bigger picture, think 'outside the box' to see the implications of changing circumstances, and able to use this knowledge to provide strategic direction to inform the current and future needs of the Association and our tenants.

### Represent the interests of tenants, customers and communities

Be able to consistently demonstrate empathy with a desire to understand and represent the needs and interests of tenants, customers and the communities we serve.

### Guide strategic action

Believe in our core mission and values of the organisations and be able to translate this vision into expectations, goals and tangible measures, so that the Group's ambitions can be delivered and monitored.

Understand the risks inherent in the market conditions in which we operate, and recognise, mitigate and manage risks in line with the Association's risk appetite.

Understand the individual and collective roles and perspectives of the Executive Team and of the Management Committee and be able use various forms of communication to identify priorities and provide guidance and support.

### Seek out relevant and critical information

Scrutinise performance data against strategic targets and hold the Executive Team to account. Be prepared to behave as a critical friend, be proactive, apply your knowledge broadly and have the confidence to ask the difficult or challenging questions to enable objective judgements to be made.



### **Solve problems and make decisions**

Do your homework by preparing thoroughly, and at meetings show that you have evaluated proposals, can describe and summarise the key issues clearly and prioritise the main risks and benefits, to help make decisions.

### **Be sensitive to others**

Be self-aware, aware of the needs of others, able to observe and listen well, involve others in discussion and debate, ask questions in a non-threatening way and be able to recognise weaknesses and admit mistakes.

### **Work effectively with others**

Can communicate and engage constructively to build relationships and can network on behalf of the Association with external stakeholders, work collaboratively and effectively with other Management Committee members and the staff team.

### **Uphold the principles of public life**

Act with high levels of integrity and honesty, can align your own goals with the values and ambitions of the Association, recognise and respect diversity and use this knowledge to drive forward corporate ambitions, rather than personal agendas, in the context of sound business management and corporate governance.

Uphold our Code of Conduct and adhere to the key principles of: Selflessness, Openness, Honesty, Objectivity, Integrity, Accountability and Leadership.

### **Build capacity and capability**

Provide leadership, share and evaluate skills, expertise and experience, ensure quality time to plan new initiatives and provide a mentoring and advisory role to other Management Committee Members and senior staff.

### **Skills & Qualities**

In addition to the Competency Framework, the Person Specification below details the skills and qualities that will benefit a member of the management committee member.

You will not be required to demonstrate all of the skills and qualities listed – we understand that different people bring different skills and qualities that will enable us to create a well-balanced and cohesive Management Committee.



Skills & Qualities
Willing to commit fully to the values of Loreburn HA and sign and uphold the Code of Conduct
Able to commit sufficient time and effort to carry out the duties of the role and to attend meetings regularly, thoroughly preparing for them in advance and contributing real value to discussions and decision making
Understanding of the roles and responsibilities of being a Committee Member
Experience of successfully dealing with strategic issues, interpreting complex information and business planning
Ability to evaluate and interpret management information and other data/evidence to act strategically
Ability to demonstrate knowledge and experience in at least one of the following areas: housing development and management, low or zero carbon initiatives, asset management, risk management, finance or social welfare
Basic understanding of the issues facing social housing
Working knowledge of risk management and audit
Ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
Able to make decisions and accept responsibility for collective decision making
Ability to collaborate, support and build relationships with a range of internal and external stakeholders
Experience of being a Board Member
Working Knowledge of a group structure and the relationship with subsidiary organisations
Understanding of the processes involved in developing new homes and maintaining and maximising existing assets.
Working knowledge of financial planning and management



***\*Please note that tenant members can fulfil a very important and specific role on the management committee and will not be required to demonstrate all of the criteria noted above.***

We understand that the role of a Management Committee member is not for everyone. There are many more ways you can get involved in Loreburn Housing Association and help us to deliver our strategic ambitions across Dumfries and Galloway. If you are interested in other opportunities available including becoming a shareholder, joining our Tenant Scrutiny Panel, reviewing policy documents or joining our list of consultation champions please contact our Head of Governance & Assurance for more information on [rebeccaw@loreburn.org.uk](mailto:rebeccaw@loreburn.org.uk) or 01387 321300.

