

Non-Executive Director Person Specification

June 2019

What skills, experience & personal qualities do we need new NRS Non-Executive Directors to have?

It is important that we have people with a variety of different skills and experience which will enable the Audit and Risk Committee and Strategic Board (our governance boards) to work effectively. All non-executive directors need to have some general skills and personal qualities which will enable them to make a full contribution to the work of NRS but these do not have to have been gained by working in a management post or at a senior level, you may just have a natural aptitude in these areas or you may have gained them through being active in your community, in a voluntary capacity or just through your own personal life experience – these are listed in the ‘General skills & personal qualities’ section and we have explained exactly what we will be looking for and how they will be tested.

NRS also needs people who bring some very specific skills/experience to our governance boards and these will take priority during the appointment process – these are listed in the ‘Priority skills/experience’ section and, again, we have explained what we will be looking for and how they will be tested. It is very important that there is the right balance of skills so the recruitment board will be taking account of which ‘priority’ skill each applicant is able to demonstrate when selecting applicants for appointment.

There are two priority skill/experience areas listed but we will only be looking for you to demonstrate **one** of these. If you believe you can demonstrate more than one, then you will have the opportunity to tell us about this during the selection process.

Priority skills/experience (you will only need to demonstrate **one** of these)

Experience/skill	What does this mean	How will this be tested
Knowledge/understanding of finance and risk management.	We need a person who has experience of working in finance, audit or risk, who would be able to offer advice to the Audit and Risk Committee (ARC). A formal qualification in finance is not essential but it is considered desirable in relation to this particular criterion.	We will want you to tell us about your experience and how this has been gained in the written application. We will also be having a discussion with you about this during the interview.
Knowledge/understanding of programme and project delivery.	We need a person who has experience of delivering a complex programme and who would be able to offer advice and constructive challenge as a member of the Audit and Risk committee. A formal programme management qualification is not essential but the ability to evidence experience is considered desirable for this criterion.	We will want you to tell us about your knowledge/understanding and how this has been gained in the written application. We will also be having a discussion with you about this during the interview.

General skills & personal qualities (we will want all applicants to demonstrate these)

Skill/quality	What does this mean?	How will this be tested?
Working collaboratively & constructively with others	<ul style="list-style-type: none"> • appreciating the knowledge/skills of colleagues • supporting colleagues whenever possible • sharing knowledge at every opportunity • showing respect for colleagues and stakeholders • striving to achieve consensus • able to accept a consensus decision even if it goes against a personal view 	During the interview we will ask you to give us some practical examples of situations where you have worked collaboratively and constructively with others. This may have been in employment, through working in the community or in a voluntary capacity
Challenging the views of others in a constructive and supportive way	<ul style="list-style-type: none"> • being confident in questioning proposals and debating issues. • putting forward your views in an objective way 	We will assess this by asking you to complete a practical exercise, as part of the interview, which will allow you to demonstrate this skill.

	<ul style="list-style-type: none"> not being too dogmatic about your own perspective. helping others to consider their own position in a non-confrontational way 	We will also have a follow up discussion which will enable us to ask some further questions
Seeing the 'bigger picture'	<ul style="list-style-type: none"> able to look ahead and consider issues/topics within different timeframes identifying relevant implications from what is being discussed such as challenges, risks etc. seeing beyond your own personal experience or specialism and considering other information and perspectives does not take a short term, parochial view it is not necessary to have experience of developing or implementing a strategy 	We will assess this by asking you to complete a practical exercise, as part of the interview, which will allow you to demonstrate this skill. We will also have a follow up discussion which will enable us to ask some further questions
Analysing information and making decisions	<ul style="list-style-type: none"> using information which is available to reach conclusions clearly explain how conclusions have been reached identifying some of the implications associated with what you are considering – priorities, risks, opportunities etc. recognising when information is limited and where more information might be needed being able to balance a number of different considerations 	We will assess this by asking you to complete a practical exercise, as part of the interview, which will allow you to demonstrate this skill. We will also have a follow up discussion which will enable us to ask some further questions
Managing performance	<ul style="list-style-type: none"> an understanding of what NRS and the Audit and Risk Committee are required to do an appreciation of ARC's responsibility for ensuring effective governance in NRS personal experience of change with an understanding of how it should be 	During the interview we will ask you some questions about your knowledge and understanding of what NRS does and the role & responsibilities of executive staff and ARC – you do not need any specific experience to answer these questions but you will need to do

	<p>implemented and the critical factors for success</p>	<p>some background research before the interview. We will want you to tell us about your own personal experience of 'change'</p>
<p>Communicating effectively</p>	<ul style="list-style-type: none"> • being focussed and succinct in your communication with good listening skills • confident in expressing views and opinions in a group setting • persuasive, able to influence others to your own perspective • able to adapt your style appropriately for different situations • satisfactory written skills 	<p>We will assess your written skills from the completion of your written application. We will assess your verbal skills through your responses to the practical exercise and the interview.</p>