

# Non-Executive Director Recruitment Specification

Everyday over 68 million people in the UK rely on the energy and utility industries to provide services that are essential to the health, safety and prosperity of every person and business in the UK. These industries are central to the achievement of the UK's ambitious targets to reduce carbon emissions and protect and enhance our environment.

Energy & Utility Skills has a clear purpose, to deliver a safe, skilled and sustainable workforce with energy and utility industries. As the industry skills body, achieving this purpose, with the sector, supports our vision of skills for a greener world.

We collaborate with industry and strategic stakeholders to provide the skills voice of energy and utility industries, positioning us at the heart of the UK Government's planning for the development and delivery of net zero and environmental sustainability. Our unique industry services focus on technical and safety-related skills, including membership and, through our newly established subsidiary Energy and Environment Awards, we continue our operations as an Ofqual-regulated awarding organisation delivering end point assessment and qualifications. These services help employers attract, develop and retain the workforce needed today, and identify the emerging industry skills gaps.

Based in Solihull and employing over 80 staff across the group, Energy & Utility Skills is a company limited by guarantee with a turnover of £9.8m in 2024/25. Its profits are reinvested in support of our vision and purpose. Our strategy sets clear long-term goals across four strategic pillars:

1. **Employer of choice.** An inclusive organisation that attracts, develops and retains the very best and diverse talent available.
2. **Skills Voice of Industry.** The 'go-to' specialist organisation for sector skills issues for Government, Agencies, Industry and press.
3. **Convene & Collaborate.** Delivering our membership skills priorities and expanding our standard setting role.
4. **Awarding Organisation of Choice.** Delivering an expanded and coordinated portfolio of products and services through operational and customer excellence.

With a strategy that builds on our success and reflects our clear role in meeting the skills challenges and opportunities facing our industries, and with the establishment

of Energy and Environment Awards, there couldn't be a more exciting time to join Energy & Utility Skills.

### Key accountabilities

Registered as a Director at Companies House, as a Non-Executive Director, you will have the same legal responsibilities as any other Director of the Company will be expected to:

- Comply with fiduciary responsibilities as required under current Company Law
- Provide entrepreneurial leadership of the company.
- Scrutinise the performance of the executive team in meeting agreed goals and objectives, providing appropriate challenge in the reporting of performance.
- Satisfy yourself that financial information is accurate, that financial controls and systems of risk management are robust.
- Be responsible for determining appropriate levels of executive remuneration and have a prime role in appointing, and where necessary, removing senior leaders.
- Play a supporting role in amplifying the profile and visibility of the organisation and potentially identify new opportunities for the company.
- Register there is no conflict of interest between your personal and/or third-party interests and that of Energy & Utility Skills.
- Ensure that as a Board member you act in a bona fide way on behalf of Energy & Utility Skills and not for any collateral purpose.

### What we're looking for

The Energy & Utility Skills Board is looking for a Non-Executive Director who can offer:

- Independence of mind to influence within a commercial SME environment.
- Impartiality to act in the best interests of the organisation.
- Time and commitment to be part of the development of Energy & Utility Skills.

### Key Criteria

- Experience at executive or Board level.
- Demonstrable experience of operating at a strategic level.
- Ability to assimilate, assess and analyse information.

- A broad understanding of an SME environment, combined with commercial acumen.
- Management of risk at corporate level.
- A passion for skills and interest in the energy and utility industries is preferred.

In addition:

- In reflecting our sector, experience of working at a senior level within the energy sector is essential.
- As a member of the Nominations and Remuneration Committee, experience within such a committee is preferred.

### Annual Performance Criteria

Non-Executive Directors are subject to an annual performance evaluation in line with the Company's Board Code of Conduct. The criteria include:

- Preparation for and attendance at quarterly Board meetings and the sub committees of the Board, as appropriate.
- Time spent understanding the Company's business outside the Board meetings.
- Quality and value of Board contributions.
- Contributions to strategic development.
- Readiness to challenge and probe any assumptions.
- Behaviour and performance viewed positively by the Board.
- Expressing of views and listening to others.

### Time commitment

Non-Executive Directors are appointed for one term of four years. This term may be renewed for one further term of four years.

Non-Executive Directors will be expected to devote sufficient time as is necessary for the effective performance of their duties. This includes, but is not limited to, attendance at regular Board meetings.

Overall, we anticipate that you will spend eight days per annum on Board related activities for the Company. This will include preparation and attendance at board meetings, Board sub-committee meetings, annual Strategy meeting, annual Risk meeting, any Members meetings and any other ad hoc meetings as agreed by the Board from time to time.

## Remuneration

Fees for your appointment as Non-Executive Director of Energy & Utility Skills Limited will be £8,000 per annum. These fees will be paid at the rate of 1/12<sup>th</sup> per month through the Company's payroll and subject to income tax and national insurance tax deductions. Travel expenses directly incurred will be reimbursed.