

Urban Design London Non-Executive Directors (Board Member)

Job Description

Background

Urban Design London (UDL) is a not-for-profit organisation, founded in 2002, to support London's built environment professionals create and maintain "well-designed places that support productive, civilised, humane, healthy and responsible behaviours for the benefit of all". Its yearly subscription programmes provide members access to training events, design review services and resources.

Duties and responsibilities

As a non-Executive director, you will be expected to exercise oversight of the management team's activities to ensure that UDL achieves its strategic objectives. You will be a non-voting member of the UDL Board.

You will achieve this by working with board colleagues to ensure:

Awareness of, and active participation of, the wider operational environment through

- UDL delivering against its legal, regulatory and compliance obligations
- UDL holding itself accountable to its stakeholders, particularly those providing funding
- Assuming a leadership role, and driving a performance culture throughout UDL
- Protecting UDL's brand in the market, and its reputation in wider society

Support of, and challenge to, the management team, through

- Setting the strategic vision, and helping to develop the strategy
- Setting the risk appetite, and overseeing risk and the controls regime
- Holding the management team to account for execution of the business plan
- Monitoring UDL's finances and ensuring sufficient resources (including talent) are in place

Assessment of its own performance, through

- Ensuring the board is fit-for-purpose and fit-for-the-future
- Evidencing the required culture and behaviours, and promoting UDL's vision and values
- Generating high-quality, strategic decisions based on line of sight into the business

- Periodically reviewing its governance arrangements and performance

Behaviours

In terms of appropriate boardroom behaviour, you will be expected to

- Challenge constructively, creatively and rigorously, while still offering support
- Ensure independent oversight, understanding that your principal duty is to UDL
- Judge the management team's capability, and its ability to deliver
- Act collaboratively, play as a team, and build relationships
- Be accountable to colleagues by demanding, and evidencing, professionalism
- Earn trust by demonstrating integrity, transparency and inclusivity
- Demonstrate EQ by being receptive to others, displaying empathy and humility
- Be forward looking, with a vision of how to create the future
- Focus on actions which move the dial and make a difference
- Respond with versatility to changing circumstances

Compensation

Your non-Executive role is undertaken in a voluntary capacity. Reasonable expenses will be paid.

Place of Work

Board meetings are held in central London.

Time Commitment

You will be expected to devote approximately four days a year to UDL business by preparing for and attending board meetings, which currently take place on a quarterly basis and last approximately three hours, staying abreast of current issues, including developments in your areas of expertise, through undertaking CPD wider areas of governance (including your duties and responsibilities), where training will be made available as appropriate spending time learning about UDL, by periodically attending UDL events.

Code of Conduct

You will be expected to sign up to, and work within, the UDL Code of Conduct.

Term of Appointment

Your term of appointment is three years. This may be extended by a further term, the duration of which will be agreed between you and the Chair.