



RECRUITMENT OF INDEPENDENT NON-EXECUTIVE MEMBERS OF THE BOARD OF DIRECTORS OF CONSIDERATE CONSTRUCTORS SCHEME

THE OPPORTUNITIES

The Considerate Constructors Scheme Ltd (CCS) is a well-respected, not-for-profit organisation with a 24-year pedigree in independent assessment practices. It is objective and trusted, helping to achieve lasting behavioural and cultural change in the construction industry for over two decades. CCS is an independent organisation, it is not a trade association or other member-type organisation and does not represent specific interests or sub-sectors.

CCS is also associated with its sister organisations: the Building a Safer Future Charter - driving culture change across the built environment in relation to building safety, and the Code for Construction Product Information - driving change in the presentation and management of product information.

The CCS's Board of Directors is seeking new Non-Executive Directors to replace those who have served their two terms.

THE ROLE

The role of a Non-Executive Director (NEDs) is to work with the Executive Chairman and Chief Executive to deliver the CCS's vision and ensure the effective operation, development and stewardship of the organisation's strategy.

Each NED should have experience of serving on high performing boards and of providing strategic thinking and insight. As well as being an excellent and persuasive communicator you will be used to engaging a broad range of stakeholders at the very highest level of industry and government. Your personal gravitas and collaborative approach will mean that you are a credible and effective influencer, and you will leverage these exceptional skills to build strong and impactful relationships.

EXPERIENCE AND SKILLS

We are particularly keen to attract exceptional candidates with/from:

- Commercial backgrounds with experience of procurement, especially procurement of digital process and digital implementation.
- Marketing and communications.
- Assessment, audit and validation.

We are also keen to have a diverse Board in terms of backgrounds, experience and representation.

LOCATION: Virtual and occasionally London

TIME COMMITMENT: A minimum of two days per quarter

DURATION: Up to two terms of three years each

RENUMERATION: Voluntary



APPLICATION PROCESS

Details of how to apply to be on the Board as a Non-Executive Director can be found at the end of this application pack.

Recruitment Timescales

Over the coming 12 months there will be three vacancies on the Board, the closing date for the first of these is **noon on 30th September 2021**.

Interviews for all roles will take place via zoom (dates to be confirmed).

Further information

If you would like to discuss this opportunity further, please contact the Executive Assistant at suzy.cohen@ccscheme.org.uk



Considerate Constructors Scheme Ltd

Registered Office:
26 Store Street
London
WC1E 7BT

(Insert Addressee)

www.ccscheme.org.uk

(Insert Date)

Dear (Insert Addressee)

RECRUITMENT - MEMBERS OF THE NON-EXECUTIVE BOARD OF DIRECTORS

Thank you for your interest in the Considerate Constructors Scheme (CCS) and for enquiring about the role of Non-Executive Director (NED) of the Board.

Included in this pack you will find:

- A copy of the advert for the role and details of how to apply.
- Person specification and key responsibilities of NEDs for the Board.

The NED role requires a time commitment of up to 2-3 days a quarter.

The closing date for receipt of completed applications is **12.00 noon on 30th September 2021**.

Successful candidates will be invited to participate in a panel interview via video conference (dates to be confirmed).

If you would like to discuss any aspect of this role, please do feel free to contact the CCS Executive Assistant suzy.cohen@ccscheme.org.uk.

I do hope that you will be interested in applying for this crucial and rewarding role.

Yours sincerely

Amanda

Amanda Long
Chief Executive



APPLICATION PACK

ABOUT US

The Considerate Constructors Scheme Ltd (CCS) is a well-respected and national, not-for-profit organisation with a 24-year pedigree in independent monitoring and assessment practices. It is objective and trusted, helping to achieve lasting behavioural and cultural change in the construction industry for over two decades.

We are concerned about any area of construction activity that may have a direct or indirect impact on communities, the workforce and the environment.

As a not-for-profit organisation with independent governance, we do not rely on government funding, we are not a trade association or other member-type organisation and do not represent specific interests or sub-sectors. Construction sites, companies, suppliers, clients, professional service organisations and industry events, voluntarily sign-up to our Code of Considerate Practice and to support our mission, demonstrating that being a considerate constructor is the right thing to do. This puts our organisation in the prime position to effectively work with the construction industry, to drive behavioural and cultural change and improve standards across construction.

Those registered with the CCS are agreeing to abide by the Code of Considerate Practice designed to encourage best practice beyond statutory requirements. During construction activity, the Code commits those registered to secure everyone's safety, respect the community, value their workforce and protect the environment.

Registered activity displays the CCS posters around the construction site, on vehicles and within their offices to promote their registration. The posters help provide the critical link between passers-by, local communities and the workforce, as they provide a freephone number to the CCS's Public Liaison team, should anyone wish to raise a complaint or make a compliment. The Public Liaison team works to resolve complaints received until the matter has been satisfactorily resolved.

Typically, around 5,000 construction sites, companies, suppliers, clients, professional services organisations and industry events voluntarily register with us every year. As such, around 10,000 monitoring visits are made each year, making the CCS the only organisation in the UK actively monitoring sites on-the-ground, in real-time, day in day out.

Over 70 Client Partners, including many building owners, from sectors including local authorities, national infrastructure projects, housing associations, developers, higher and further education, FMCG and utilities are actively engaged with the CCS. They receive reports on their contractors' performance with the CCS to form requirements for their tendering processes.



We assess performance of those registered using a Checklist which corresponds to the Code of Considerate Practice. We have an established framework and process to monitor construction, with a UK-wide team of approximately 100 Monitors.

OUR VISION TO RAISE STANDARDS AND BUILD TRUST

Construction is more than just an industry with a range of jobs – it provides the backbone to society, to development and to progress for where we live, work and play.

As the organisation set-up to encourage and challenge construction industry to improve its standards over 24 years ago, we have made significant progress over this period. This has been down to a substantial number of organisations in the sector, many of which have been a committed part of the Considerate Constructors Scheme raising standards across construction projects and reaching increasingly higher levels year on year. We believe, as the organisation established to raise standards, that the time is right now to use our pedigree, knowledge, expertise and commitment, working with industry and the public, to make positive changes to how we do things, what we offer and how we can help.

This is the start of an ambitious future for CCS and it is the right time to change, as the construction industry faces greater pressure and the requirement for more external accountability from the public. This is an important time for the Scheme as we implement our new strategy which will help us to work more effectively to deliver greater value and benefit to all those involved.

Find out more about our new [strategy](#).

CCS is also sister organisation to the Building a Safer Future Charter - driving culture change across the built environment in relation to the critical issue of building safety, and the Code for Construction Product Information – driving change in the presentation and management of product information.

CCS's Board of Directors is seeking new members to replace those who have served their two terms.

ABOUT YOU

You will have experience of serving on high performing boards and of providing strategic thinking and insight. As well as being an excellent and persuasive communicator, you will be used to engaging a broad range of stakeholders at the very highest level of industry and government. Your personal gravitas and collaborative approach will mean that you are a credible and effective influencer, and you will leverage these exceptional skills to build strong and impactful relationships.



We are particularly keen to attract exceptional candidates from/with:

- Commercial backgrounds with experience of procurement, especially procurement of digital process and digital implementation.
- Marketing and communications.
- Assessment, audit and validation.

We are also keen to have a diverse Board in terms of backgrounds, experience and representation.

HOW TO APPLY

Applicants are requested to provide a maximum two-page CV and a covering statement showing how you meet the competencies of the role, as detailed below.

CV's and covering statement should be submitted to: apply@ccscheme.org.uk

If you would like to discuss this opportunity further, please contact the Executive Assistant - suzy.cohen@ccscheme.org.uk

You can find out more about the CCS by visiting our website at: www.ccscheme.org.uk

Closing Date for applications:

The closing date for applications for the position of NED is **noon on 30th September 2021**.

CCS uses an equal opportunities selection process to shortlist candidates for interview. If you are successfully shortlisted for the role, you will be invited for an interview via zoom (dates to be confirmed).

THE BOARD OF NON-EXECUTIVE DIRECTORS – SPECIFICATION/COMPETENCIES

CCS, as an independent, not-for-profit organisation, needs a Board of Directors who can work with the Executive Chairman and Chief Executive together with the rest of the Non-Executive Board to support our governance, with particular regard to:

- **Leadership** – the ability to horizon scan, set a clear vision and risk appetite, and provide long term strategic clarity.
- **Effectiveness** – results focussed with the ability to rigorously challenge and scrutinise financial and operational performance.
- **Accountability and integrity** – open, transparent and fair, with the ability to put interests of the organisation above their own interests.
- **Sustainability** – able to take a long-term view of progress and financial security.



Members of the Board of Directors of CCS must be committed to ensuring the Code of Considerate Practice (the Code) applies the highest standards of ethical, honest, transparent, professional conduct and integrity in all its activities.

THE BOARD

CCS is looking for effective people from a broad range of sectors to join its Board to help realise our ambitious goals to continue to bring about change within the construction industry. CCS NEDs are key to helping make this happen.

The Board is led by an independent Executive Chairman (current post-holder: Isabel Martinson MBE). CCS is seeking exceptional candidates with expertise in any of the following areas to become Non-Executive Directors:

- Commercial backgrounds with experience of procurement, especially procurement of digital process and digital implementation.
- Marketing and communications.
- Assessment, audit and validation.

We are also keen to have a diverse Board in terms of backgrounds, experience and representation.

The key responsibilities of the Board will be to provide effective oversight and scrutiny, including:

- **Strategic direction** – provide valued contributions and act as a constructive critic in looking at the objectives and plans devised by the Chief Executive (CE) and the executive team.
- **Monitor performance** – take responsibility for monitoring the performance of executive management, especially regarding the progress made towards achieving Organisational Key Results and the determined organisation strategy and objectives.
- **Policy** – working with the CE, set in place policies for the direction of the CCS and its Code of Considerate Practice.
- **Communication** – help connect the business and Board with networks of potentially useful people and organisations.
- **Risk** – satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.
- **Audit** – it is the duty of the whole Board to ensure that the company accounts properly present a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously.

There will be a full induction programme for all selected NEDs.



NON-EXECUTIVE DIRECTOR ROLE DESCRIPTION

EXPERIENCE

CCS is seeking exceptional candidates with expertise in any of the following areas to become Non-Executive Directors:

- Commercial backgrounds with experience of procurement, especially procurement of digital process and digital implementation.
- Marketing and communications.
- Assessment, audit and validation.

We are also keen to have a diverse Board in terms of backgrounds, experience and representation.

COMPETENCIES

Applicants should possess and be able to demonstrate the following competencies - these will be used to assess suitability.

GENERAL:

- Commitment to the Code of Considerate Practice for the benefit of the wider construction industry.
- Be prepared, able and willing to undertake full responsibilities as a Non-Executive Director of Considerate Constructors Scheme Ltd, Company Number 3465121, registered with Companies House.
- Prepared to commit to a minimum of four meetings per annum allowing for preparation time and follow up actions.
- Results focussed with sound commercial and financial experience and acumen.
- Willing to rigorously challenge and scrutinise delivery and financial performance.

ORGANISATIONAL KNOWLEDGE:

- An understanding of best practice and the principles of accountability, honesty, integrity, leadership, openness and selflessness.
- An understanding of the ways in which leaders act to reinforce the values, ethics and culture needed to meet the organisation's objectives and the ability to determine credibility and success.
- Previous experience of Boards by being an executive or non-executive Director on a Board.
- Demonstrate clear, strategic and visionary thinking with ability to be forward and outward looking.
- Experience of change management would be helpful.

BUILDING RELATIONSHIPS:

- Speak with confidence, authority and conviction and be able to articulate the key points of an argument clearly.



- An understanding of good communication techniques and ability to communicate effectively, verbally and in writing.
- An understanding of equal opportunities, diversity and inclusion and the ability to apply the principles in practice.
- An understanding of the need to work with the CCS and its Code in developing its offering and the ability and willingness to do so.
- Suitable gravitas to 'hold the ground' when challenged by senior leaders.

THE APPOINTMENT

Non-Executive Board Members will have access to a small annual stipend. Reasonable travel and subsistence expenses may be claimed, supported by receipts (overnight stays or evening meals to be agreed in advance).

Non-Executive Directors may need to, from time to time, travel around the UK for meetings or special events (once Covid restrictions are lifted) and will be reimbursed for travel. Directors will need to provide their own mobiles and IT equipment but will be issued an organisation email address which should be used for all correspondence when representing CCS and its Code.

If you would like to apply to become a Non-Executive Director, please submit your 2-page CV to: apply@ccscheme.org.uk. Please also include a covering letter which shows how you meet the competencies listed above, as CCS uses an equal opportunities selection process to shortlist for interview against these. If selected after interview, CCS will request two references who will be contacted before accepting you on to the Board. You will also be required to complete a Board Disclosure form for insurance and credibility purposes.

If you would like more information before applying, please email the CCS Executive Assistant - suzy.cohen@ccscheme.org.uk