

Non-Executive Director Recruitment

January 2025



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Job Description

Job Description

Oxford Direct Services Limited (ODSL) (teckal) and Oxford Direct Services Trading Limited (ODSTL) comprises two companies which are both Local Authority Trading Companies. They are wholly owned by Oxford City Council developed to:

1. Deliver services to the Council in the case of ODSL; and
2. Deliver financial return for the Council in the case of both companies

Established in 2017 the two companies have continued to develop and grow, with ambitious plans for diversifying and developing the trading company, whilst ensuring quality and efficient service are provided to the Council via the teckal.

Services of ODSL are provided to the Council under a services agreement and include:

- Waste & recycling
- Building services
- Highways & engineering
- Streetscene
- Parking services
- Parks and open space management
- Fleet maintenance

By contrast ODSTL has been set up to expand further the external trading activities of ODSL. These are focused on commercial waste, motor and transport, highways and engineering and building maintenance. ODSTL will return a dividend to the Council to further invest in services.

Responsibilities

- Independence is key and the role holder will provide an independent and diverse perspective and assurance on the companies to the Council as shareholder.
- Provide independent support, guidance and challenge on the progress and implementation of the business plan to ensure the success of the Company.
- Within the context of the business plans and the key strategic priorities of the companies constructively challenge and contribute to the development of strategy and business planning, including the setting and development of key objectives and targets.
- Scrutinise the performance of the Executive and in particular the Managing Director in meeting agreed goals and objectives.

- With a strong focus on governance, satisfy themselves that governance, internal control and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the Board and that such information is provided to the Board routinely and regularly.
- Link the Board to people and organisations who can provide different perspectives, opinions and expertise which will assist in furthering the business of the companies.
- Support the continuance of an organisational in line with the mission, vision and values of the organisation and that of the Shareholder.
- As a member of the Board, collectively monitor the performance of senior management (including Executive Directors) in meeting agreed goals and targets, including the delivery of services, improvements and financial performance.
- Chairing or sitting as a member on relevant subcommittee(s) as appointed to by the Board, in particular the Audit and Risk Committee and/or Remuneration Committee.
- Participate in the appointment of key senior staff as required.
- Act as an independent decision maker or appeal Chair when required, in particular in relation to issues affecting staff at the most senior levels of the organisation.
- Ensure that the Board always acts in the best interests of the Company, the wider public and that its services reflect their diverse needs.
- Ensure that the organisation values diversity in its workforce and demonstrates equality of opportunity in its treatment of staff, customers and in all aspects of its business.
- Mentor and support senior staff to maximise their effectiveness and potential.
- Take part in corporate initiatives and training as required.

Depending on balance of skills and experience represented on the Board, there may be a requirement for expertise in particular areas (to be specified at time of recruitment).

Person specification

The successful candidate will demonstrate the following skills, experience and abilities:

Essential

- Previous experience as a non-executive board member or equivalent position of strategic leadership.
- Excellent leadership and change management skills, with the breadth of vision, innovation and experience to take a long-term view on what the companies might achieve and to advise on how to make that happen.
- Experience of successfully improving and managing organisational performance at Board level (or equivalent) position.
- Ability to provide objective and rigorous challenge and scrutinise performance, as well as effective advice, to develop and enhance executive thinking amongst the board and senior officers.
- Ability to engage and develop relationships with senior stakeholders within the Council and public sector partners,
- Act with integrity, probity, high ethical standards and transparency at all times.
- Sound experience of strategic planning, risk management and high-performance management.

- Experience of driving growth in a commercial setting with a sound understanding of contract management and bidding for work.
- Excellent interpersonal and communications skills, with the ability to lead, influence, challenge and inspire.
- Organisational Development, Culture Change and Diversity.

Desirable

- Commercially and politically aware with the ability to understand and translate the impact of external factors in the context of the ODS and exercise sound judgement in the application of this.
- Sound financial and statistical analysis knowledge and experience
- Understanding and experience of LATCo governance
- Understanding and experience of working in a Commercial setting
- Awareness of Local Government Structures and the challenges they currently face
- Transformation programmes that have driven productivity gains
- Direct experience of working in at least one of our business streams



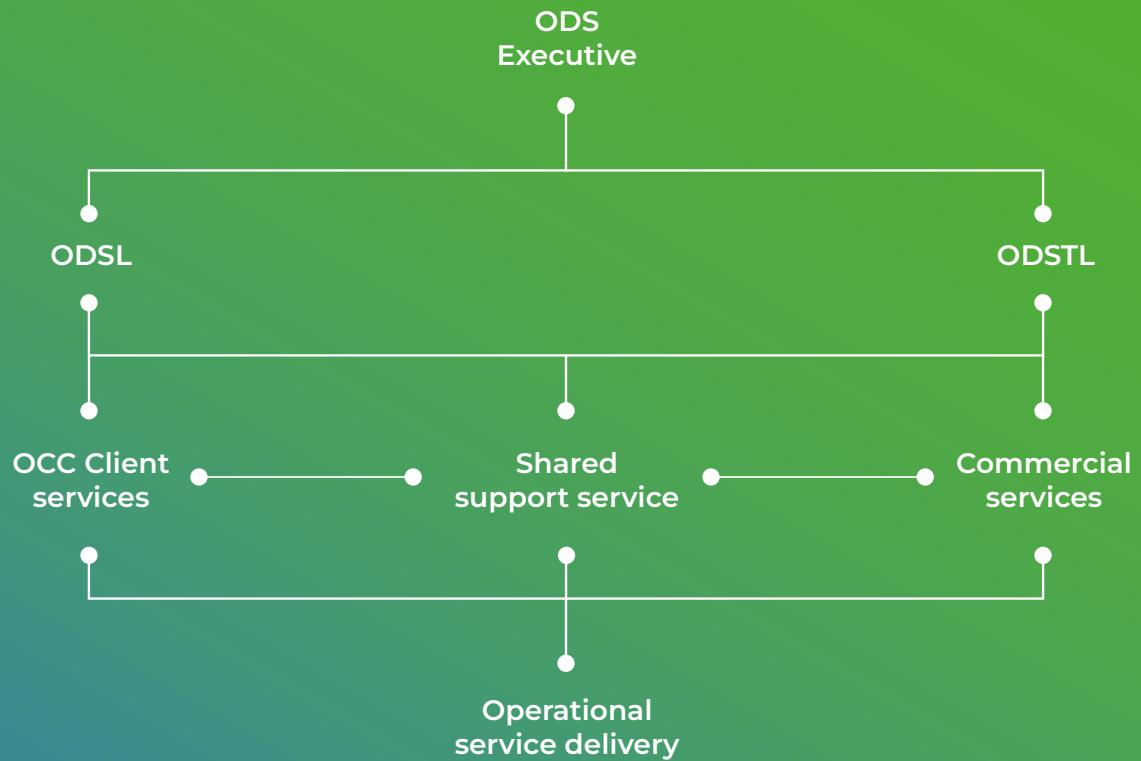
- Previous experience of chairing or sitting on an Audit and Risk Committee.
- Previous experience of chairing or sitting on a Remuneration Committee.
- Experience in one or more of the following professional areas would be highly desirable:
 - 1) Chartered Accountant with extensive Commercial Financial and Business Planning skills;
 - 2) Commercial/Operational Director in one of our business streams with extensive experience of contract management and winning work in a competitive environment

Governance Structure

Non-executive Governance



Executive delivery

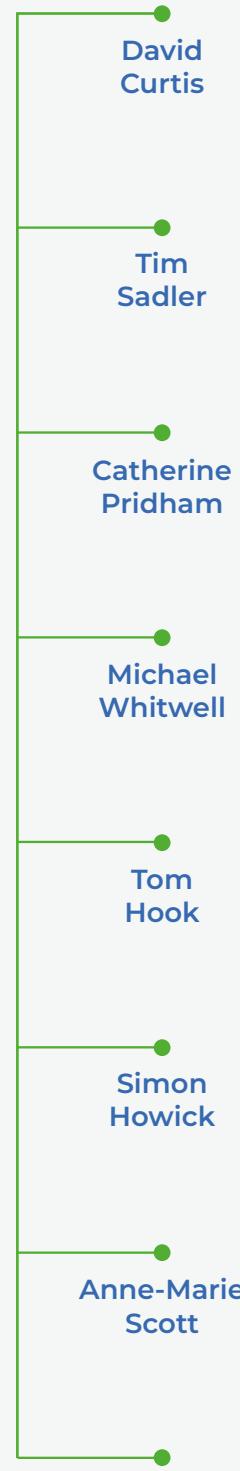


Non-executive directors

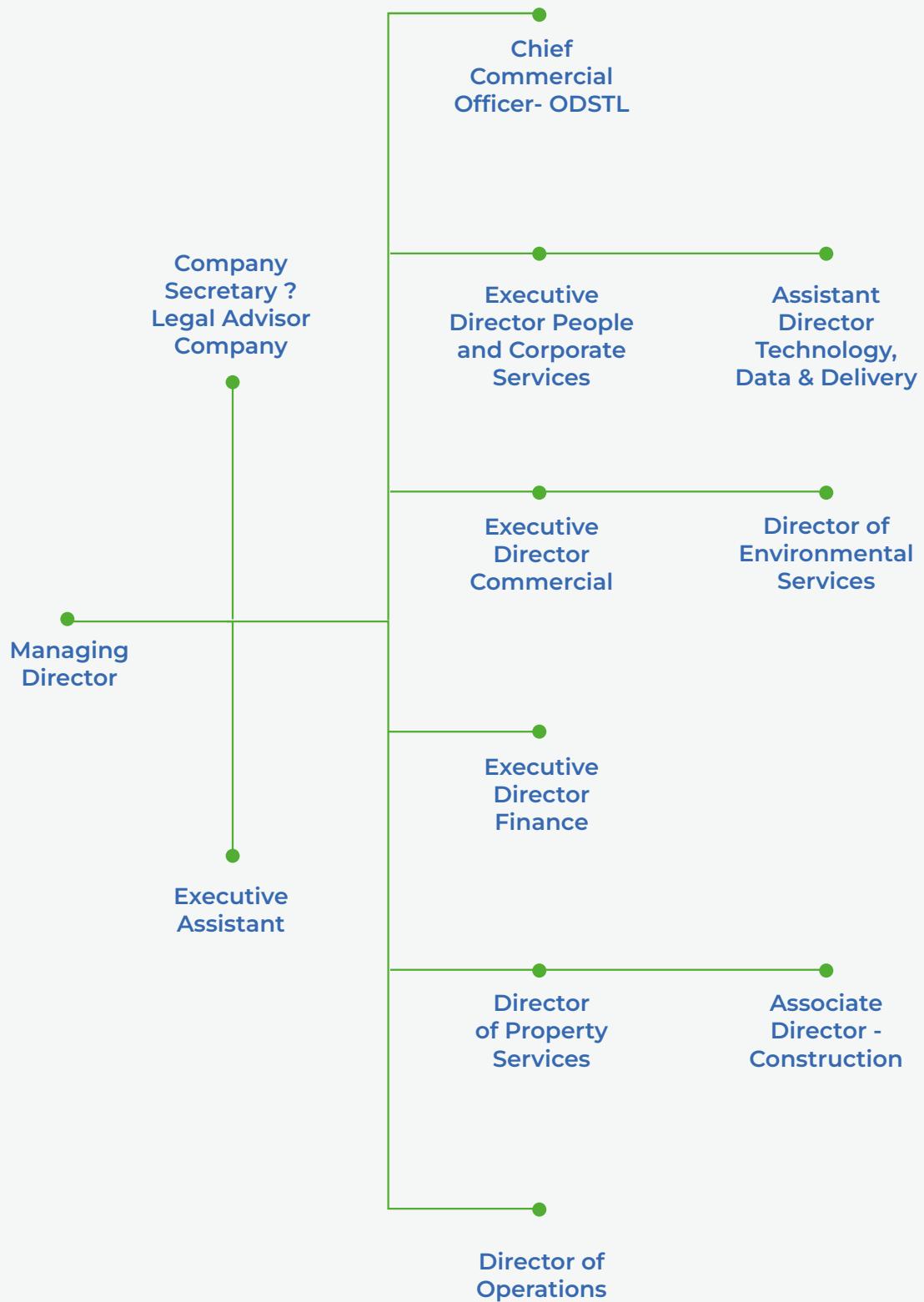
ODSL Board Members



ODSTL Board Members



Senior Structure





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