

# CHAIR, UNESCO BIOSPHERE IOM BOARD

## DEPARTMENT OF ENVIRONMENT, FOOD AND AGRICULTURE

<b>Job Title:</b>	Chair, UNESCO Biosphere Isle of Man Board
<b>Department:</b>	Environment, Food and Agriculture (DEFA)
<b>Division:</b>	Environment Directorate
<b>Location:</b>	This Slieau Whallian, St Johns
<b>Grade:</b>	Individual contract for two years (with a possible extension of two years), part-time starting at £7,500 for two days per month, to be reviewed and potentially increased after 3 months
<b>Responsible to:</b>	Chief Officer of DEFA
<b>Responsible for:</b>	Chairing a Board consisting of representatives from the private sector, NGOs and Government departments

### What will you do?

The role of the Chair of UNESCO Biosphere Isle of Man Board is critical to the success of the UNESCO Biosphere Isle of Man (UBIOM) and our Island's future environmental, social, and economic development. We are seeking an innovative and world leading individual to leave a legacy for our unique UBIOM.

The Chair will mobilise the board and establish a close working relationship with the UBIOM team and the Stakeholder Partnership Group. The role holder is required to bring thought leadership, effective stewardship, political astuteness and strong relevant experience, with specific expertise or significant knowledge of the Island's environment, community, culture and economy. The post-holder will combine strategic thinking with operational pragmatism, always acting in accordance with the UBIOM Board's Terms of Reference.

The Chair will work closely with the UBIOM Board and UBIOM team to ensure that a measurement framework is in place, along with a reporting process, based on transparency and alignment with stakeholders' performance expectations. This is a high profile role and the post holder must be well-versed in working with a sophisticated stakeholder community, which will have a keen interest in the UBIOM Board's progress to deliver on its purpose.

Expenses relating to Board responsibilities can be covered – on-island, or to represent UBIOM off-island. Any costs of travel to/from the island for day-to-day Board activities will not be covered.

### What does that involve?

#### Main duties and key accountabilities

- Providing effective leadership and strategic direction to form a cohesive, focused, effective and dynamic board, capable of building upon the opportunities from the UBIOM.
- Leveraging the rich pool of board member and Biosphere partners' knowledge, experience, and networks to build sustainable partnerships and joint ventures with Island-based partners operating within the Board's scope.
- Enabling the Board to take consistent, proportionate, timely and fair decisions, bearing in mind recommendations from key stakeholders; enabling a high standard of discussion and debate, and helping to steer the advice given by facilitating collaborative working.
- Managing high standards of corporate and information governance, and addressing perceived or real conflicts of interest from within the board membership or identified within third-party relationships.
- Manage the ongoing development of the board and required personnel changes, ensuring the membership continues to have the appropriate range of skills and expertise, and addressing any members' behaviours which may risk the reputation of the UBIOM.
- Chairing on-island board meetings in person (minimum of six meetings per year or bi-monthly, to be reviewed after the first year) as well as representing UBIOM and the Board at other meetings and events, both on and off island.
- Ensuring thorough oversight and constructive challenge; enabling the board to focus its efforts on its purpose and objectives.
- Gaining and retaining the confidence of a wide range of stakeholders including businesses, partners, and other Government departments.
- Establishing and maintain strong working relationships between the Board and the UBIOM Team, and the Stakeholder Partnership Group.
- Ensuring that the Stakeholder Partnership Group and DEFA senior management are kept up to date with Board activities and decisions.
- Acting as an ambassador for the UBIOM, both on and off Island, to raise the awareness and impact of the status and maximise the results for the community, economy, and environment.
- Encouraging high standards of financial probity, and efficient and effective use of staff and resources.
- Reporting to the Chief Officer of the DEFA, including keeping them suitably informed if unable to fulfil duties for any reason, whether short- or long-term.

### **Key objectives**

- Oversee the development of a successful purpose-led board to address the short, medium, and long-term challenges and opportunities in the UBIOM.
- Ensure the board's full involvement in the delivery of the current UBIOM strategy and the development of a new strategy post 2026 periodic review, building into the communication channels between the board, UBIOM Team, Biosphere partners and the wider IOM public and business community.
- Provide a very clear brief for the successful roll-out of a work programme and associated marketing plan, reflecting the strategic priorities, whilst working within the parameters of cost, time, and quality KPIs and targets, agreed with the board.

- Ensure that the UBIOM budget is managed in accordance with Government accounting controls and is underpinned by value for money and return on investment principles, especially in relation to making funds available for economic development initiatives.
- Explore options for a self-funding route to deliver a future strategy post 2026 following the renewal of the Biosphere status and enhance the partnership with the business and wider Isle of Man community.

## GOVERNMENTAL-WIDE REQUIREMENTS

### **Health & Safety**

The role holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager.

### **Integrity**

As an appointee of the Department of Environment, Food and Agriculture, the role holder is expected to have the highest level of personal integrity and maintaining confidentiality, and to adhere to the [Isle of Man Government Corporate Governance Principles 2005](#) and the Government's Code of Conduct therein.

### **Qualifications and Experience**

This is a high-profile position requiring strong stakeholder and communication skills, working locally and internationally with solid board and committee experience.

### **Reporting Framework**

The Chair of the UBIOM Board is a direct report to the Chief Officer of DEFA.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Extensive experience and achievement at a senior management, non-executive or executive level	<b>E</b>	Application/ CV
Demonstrated experience of chairing and managing committees and working groups, including the implementation and enforcement of governance arrangements and recognising/managing conflicts of interest and vested interests within a board environment	<b>D</b>	Application/ CV
Experience as a member of a board, statutory body or committee.	<b>E</b>	Application/ CV
<b>Capability</b>		
An accomplished strategist, with practical experience of strategic planning aimed at maximising opportunities.	<b>E</b>	CV
Experience of managing change effectively at an organisational and process level.	<b>E</b>	CV
A sound understanding of the Island's economic landscape and political environment and an understanding of the need to balance business and political imperatives	<b>D</b>	Interview
IT capability in order to receive and respond to electronic transmissions and be comfortable using Windows products including Word and Excel spreadsheets	<b>E</b>	CV
<b>Character</b>		
An ability to provide effective leadership skills, inspire and engender respect and confidence from peers and encourage commitment, pace, innovation and flexibility to a board.	<b>E</b>	CV / Interview
Be a consensus builder, lateral thinking and adaptable problem solver.	<b>E</b>	CV / Interview
Excellent communicator and networker, talented consensus builder with effective influencing, negotiating and conciliation skills.	<b>E</b>	CV / Interview
A strong commitment to equal opportunities, diversity of skills and experience.	<b>E</b>	Interview
<b>Other requirements</b>		
Isle of Man Worker	<b>D</b>	Application/Pre-employment check
Must be prepared to work flexibly and willing to attend functions outside of the normal office hours	<b>E</b>	Interview