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## **INVERNESS HARBOUR TRUST**



## **BOARD MEMBER APPLICATION INFORMATION**

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## **Information for Prospective Board Member**

### **1. Introduction**

These notes provide information for applicants interested in serving as a part-time non-executive Trustee of the Inverness Harbour Trust Board. These notes include an explanation on the role of a Board Member, an overview of the work of the Port and the qualities sought in applicants. Section 7 explains how to apply.

Unsuccessful candidates are encouraged to reapply for appointments in subsequent years.

Please ensure you read all application information before proceeding.

### **2. About the Appointment**

The appointment is part-time, up to two days per month, exclusive of time required for participating in an induction training programme. A minimum of six Board Meetings are held annually, with additional meetings held as required. Board Members are remunerated for attendance at Board meetings but travel expenses are not paid. Board Members should reside within easy travelling distance of the Port.

Board Meetings are normally held on a Tuesday and commence at 0930. Currently Board meetings are held using one of the virtual platforms.

### **3. About the Appointing Process**

The Board comprises a minimum of eight Trustees, seven non-executive Trustees and the Chief Executive. Non-executive Trustees are appointed for a period of three years and may be eligible for reappointment for a further term in accordance with the provisions set out in Modern Trust Ports for Scotland - Guidance for good governance published by Transport Scotland (see link below). Board Members may not be a member of any other Harbour Authority.

All appointments are made after a process of interviewing and selection carried out by a selection panel.

In making appointments, the main purpose is to ensure that the Board continues to reflect a complementary range of qualities, skills and competencies, which will allow it to deliver its objectives positively and efficiently. It is therefore important that candidates demonstrate clearly, with examples, any specific knowledge, experience or abilities they consider would be of value to the Board.

All Trustees will be expected to adhere to the Inverness Harbour Trust Code of Conduct and to uphold the eight guiding principles of Trust Board Membership, which have been adapted from the seven principles of public life. In addition, Trustees will be required to complete a Register of Interests where they are required to disclose any relevant financial and other information.

### **4. Qualities sought in a potential Board Member**

Inverness Harbour Trust is seeking to appoint at least two non-executive Trustees to its Board from 1<sup>st</sup> February 2022. Candidates should have either:

worked at a senior level and bring a broad range of experience and expertise to this challenging role, or

feel they want to develop their experience and skills in a Board environment, candidates may have just started out on their career and wish to gain this knowledge.

Therefore, Trustees should have a variety of relevant skills and attributes to suit the role, which may include a maritime background, senior management experience, project management, engineering or consultancy.

Before an individual is appointed to the Board, detailed below are some of the criteria which need to be considered:

- You must broadly agree with the overall mission of the port but be prepared to question hard the means of getting there.
- You may well bring specialist knowledge (maritime, for example, or as a consumer) but you must not be a defender of functional or sectional interests.
- You must understand the Port's relationship with Transport Scotland and of working within Modern Trust Ports for Scotland – Guidance for good governance (see link below).
- You must be able to understand the statutory and regulatory framework within which a Trust Port operates and in particular its responsibilities to stakeholders.
- You must understand the organisation of the Port (not necessarily before appointment) but not become too identified with it.
- You must understand the concept of "best value".
- You must be prepared to spend time, if necessary, over and above that nominally required, to do the job properly.

The key qualities which need to be clearly demonstrated (by factual information and concrete examples) in your application include:

- You must have achieved results in demanding situations. These can be in a career or in unpaid (such as voluntary) work.
- You must have demonstrated the ability to contribute effectively in group discussions involving a wide range of people, including specialists and professionals. This includes the intellectual ability to extract the essence of an argument from papers and to analyse problems and assess evidence impartially.
- You must be able to show that you have the ability to operate at a strategic level and be capable of shaping and formulating plans at this higher level.
- You must demonstrate that you have been able to earn the respect of colleagues and been influential as a member of a team working over a sustained period of time towards demanding goals.
- Your application should make clear the level and depth of your management or specialist expertise (if any), and any other experience which demonstrates your knowledge and interests relevant to this post.

You should also set out your reasons for wishing to be considered for this appointment.

The Board is committed to incorporating the standards and objectives of Modern Trust Ports for Scotland – Guidance for good governance, which can be viewed at [www.transport.gov.scot/media/29818/j249946.pdf](http://www.transport.gov.scot/media/29818/j249946.pdf).

## **5. An Overview of the Port**

Our vision *'is for the Port to be a progressive, vibrant driver of sustainable growth for Inverness and the Highlands and to be recognised as such by the community and by industry.'* Further information on the Port of Inverness, including an overview of the Strategic Plan and a copy of our latest Annual Accounts, can be obtained from our website [www.portofinverness.co.uk](http://www.portofinverness.co.uk) or by contacting the Port office direct.

If you would like to discuss the port and its operations, please contact Sinclair Browne on either 01463 715715 or 07748 634493.

## 6. Trust Port

Inverness Harbour Trust is a Trust Port. The powers of the Board and the constitution thereof were originally laid down in the Inverness Harbour Order Confirmation Act 1953. This has been amended and updated by subsequent Harbour Revision Orders.

## 7. How to Apply

To apply, please complete the accompanying Application Form and return to:

**Mrs Gail Meeks  
Port of Inverness  
Harbour Office  
Longman Drive  
Inverness IV1 1SU**

Or e-mail [gail@portofinverness.co.uk](mailto:gail@portofinverness.co.uk).

Candidates should ensure that their application is received at the correct address by the closing date of **1200 on Friday 22<sup>nd</sup> October 2021**. Late applications will not be considered. Candidates should set out reasons for wishing to be considered for appointment and what they consider are the qualities and skills that they would bring to the Board.

Curriculum Vitae or other personal profile documents will not be accepted.

Candidates selected for interview will be asked to provide evidence of qualifications. References will be taken up for candidates for appointment to the Board.

If successful, candidates will be notified of interview **WEEK BEGINNING 1<sup>st</sup> November 2021**.

Interviews will be held on **WEEK BEGINNING 15<sup>th</sup> or 22<sup>nd</sup> November 2021**.

## 8. Equal Opportunities

The Port of Inverness recognises and actively promotes the benefits of a diverse Board and is committed to treating all members with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

## 9. Data Protection

The Port of Inverness obtains and processes personal data, including sensitive data, relating to your application. We are a data controller; this means we are responsible for deciding how we hold and use personal information about you as part of our application and selection process. For further information about our data protection standards and policy please contact [gail@portofinverness.co.uk](mailto:gail@portofinverness.co.uk).

## APPENDIX A

### Job Specification: Board Member

The duties of a Board Member are considered to be on a par with those of a non-executive director of a company, in addition to which there are obligations, responsibilities and statutory duties peculiar to the Trust. A Trust Port, in common with any commercial undertaking, requires effective strategic direction based on a complete understanding of the direction being taken and its associated opportunities and risks. Although the Board should not interfere in the daily operation of the port, members should understand how their decisions affect the running of the port and the wider economy.

Members will act as independent Trustees and it falls to the Board to satisfy both the legitimate needs of customers and the legitimate wider interests of all stakeholders. Throughout they will abide by the principles of good corporate governance set out in the Transport Scotland publication Modern Trust Ports for Scotland – Guidance for good governance which can be viewed at [www.transport.gov.scot/media/29818/j249946.pdf](http://www.transport.gov.scot/media/29818/j249946.pdf)

A Board Member is expected to:

- Act with independent judgement.
- Use their skills and experience for the benefit of the Board.
- Be committed to working in the best interests of the port.
- Devote the necessary time to carry out the function of Board Member.
- Undertake such training as specified by the Board and Transport Scotland from time to time.
- Be familiar with the area served by the port.

In addition to the core skills outlined above, candidates must be able to demonstrate general experience of governance issues at Board level, where appropriate.