

BOARD RECRUITMENT

INVERNESS HARBOUR TRUST

1ST FEBRUARY 2027

APPLICATION INFORMATION PACK



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Information for Prospective Board Members

1. Introduction

Inverness Harbour Trust (IHT) is the responsible body for overseeing the operation of the Port of Inverness. Applications are invited from suitable individuals interested in being appointed to the role of Non-Executive Trustee.

IHT is seeking to appoint up to three Trustees to serve on the board for an initial period of three years commencing 1st February 2027.



2. Inverness Harbour Trust

The Port of Inverness is operated as a Trust Port under the oversight of IHT which was set up by the Inverness Harbour Trust Act 1847, although the Port existed before that time, making it one of the oldest businesses in the Highlands. As a consequence, there has been much revised legislation affecting the Port, which applies constraints not applicable to other ordinary commercial undertakings.

As a result of the most recent Harbour Revision Order of 2012, the Board currently comprises a minimum of 7 Non-Executive Trustees appointed on a 3-year basis and the Chief Executive, who is also a Trustee. The appointment of the Trustees is governed by Scottish Government Trust Port Guidelines and is supervised by an Independent Person.

IHT's mission 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.”***

The Port is planning to support the significant opportunities that will arise from the proposed major developments in both the onshore and offshore renewable energy sectors, as well as continuing to

grow its core business. In addition, the Port is determined to be at the forefront as a knowledge hub for the development of new technologies in particular in the provision of alternative marine fuels and wider renewable energy services.

The most recent Port of Inverness Strategic Plan: 2024/2034 highlighted the following specific objectives:

- Broaden and diversify client base and revenue stream
- Expand Port Estate
- Expand Port Executive Team
- Identify and secure strategic partnerships
- Benchmark and maintain standards in core operations.

As a founding member of the Inverness and Cromarty Firth Green Freeport, there will be the opportunity for the appointed persons to make an important contribution to help shape the future strategic direction of the Port to ensure it capitalises on these opportunities.

As a Trust Port, our main focus is to improve and safeguard the Port's assets for the benefit of all our stakeholders. With no external shareholders, the Trust is a self-financing commercial business with any surplus reinvested to ensure that the Port not only continues to offer first class facilities but also delivers economic prosperity to Inverness and the wider Highland Region.



Further information on the Port of Inverness, including a copy of the latest Annual Report can be obtained from the Port's website www.portofinverness.co.uk or by contacting the Port office direct.

3. The Role

We are seeking to appoint three Non-Executive Board Members to provide strategic direction and governance from the 1st February 2027. The appointments will be for an initial period of three years, however, subject to meeting certain criteria Board Members are eligible for reappointment.

The appointment is part-time, typically up to two days per month. This excludes time required to undertake induction and training. There is a minimum of six scheduled Board meetings per year, five of which are held in person at the Port Office in Inverness. Board meetings are normally held on a Tuesday and commence at 0930. Candidates should reside in the Highland Region and be ideally situated in proximity to Inverness.

There may be occasions when additional meetings are required. Each board meeting typically lasts up to three hours with Board members being remunerated for attendance paid monthly in arrears and subject to review annually.



Applicants should have worked at a senior level and preferably have one of the following essential skills:

- Financial: ideally one of the candidates should have a financial background, a formal accountancy qualification is not essential, but the ability to be able to prepare budgets and understand the audit process is required.
- Maritime: ideally a candidate should have a knowledge and understanding of the maritime industry and in particular the operation of ports and harbours throughout the UK.
- Strategic Business Development: as a result of the objectives identified in the current Strategic Plan a candidate should have worked at a strategic level in shaping business strategy.

Our aim is to ensure that the Board continues to have an appropriate balance of skills and competencies. Board members will need to demonstrate a range of attributes in order to deliver our strategic vision. The appointments will be made in accordance with the principles set out in Modern Trust Ports for Scotland – Guidance for good governance, which can be found at www.transport.gov.scot/media/29818/j249946.pdf.

4. Considerations

Some key aspects that should be considered by any candidate before applying for any position are:

- You must broadly agree with the overall mission of the port but be prepared to question hard the means of getting there.
- You will bring specialist knowledge, 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).
- You must be able to understand the statutory and regulatory framework within which a Trust Port operates and 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 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 to 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 can 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 towards demanding goals.
- Your application should make clear the level and depth of your specialist expertise as well as 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.

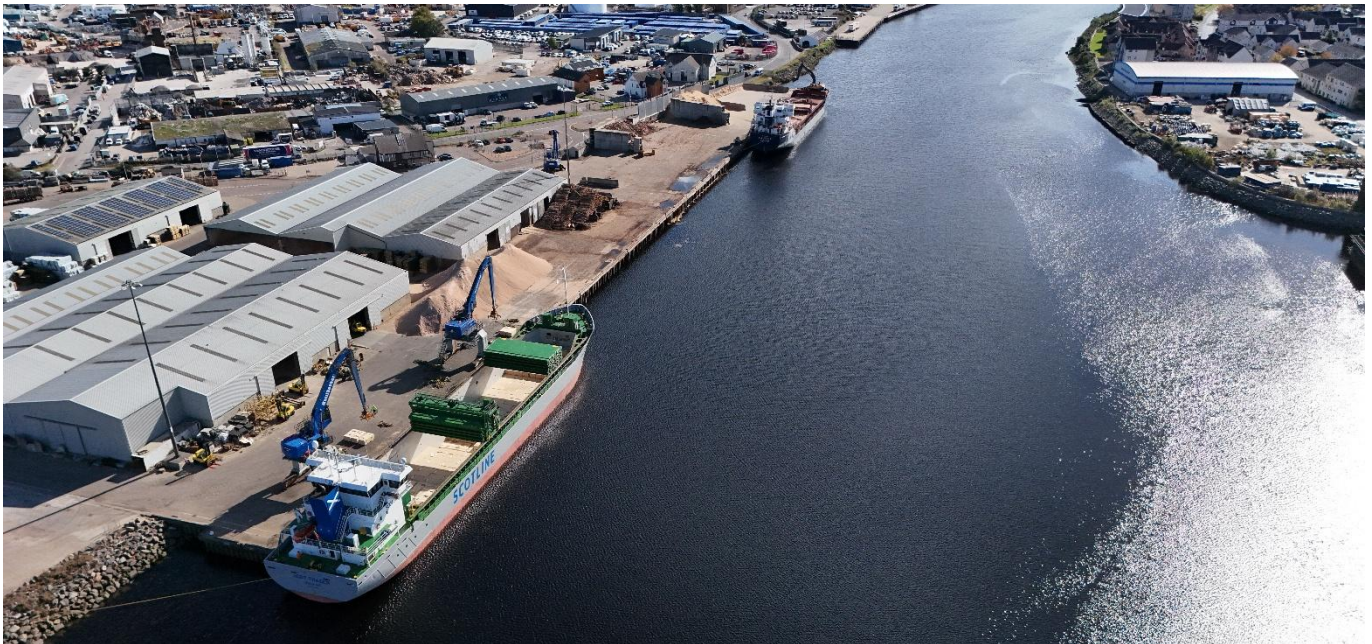
The Board is committed to incorporating the standards and objectives of Modern Trust Ports for Scotland – Guidance for good governance, which can be viewed at

www.transport.gov.scot/media/29818/j249946.pdf

5. The Appointment Process

The Board currently comprises a minimum of 7 Non-Executive Trustees appointed on a 3-year basis and the Chief Executive, who is also a Trustee. Non-Executive members are appointed for a three-year period and may be eligible for reappointment for a further term subject to performance.

All appointments are made after a process of selection and interview carried out by a recruitment panel that is chaired by an Independent Person. Board Members may not be a member of any other Harbour Authority.



Candidates selected for interview will be asked to provide evidence of qualifications as well as their ability to work in the UK. References will be taken up before confirmation of appointment to the Board.

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 considered to 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.

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

6. How to Apply

To apply, complete the Application Form that is available from
www.portofinverness.co.uk/about/the-trustees

This completed application form should be returned to:

Mrs Gail Meeks

Port of Inverness

Harbour Office

Longman Drive

Inverness IV1 1SU

Email: gail@portofinverness.co.uk

Candidates should ensure that their application is received at the correct address by the closing date of **1200 hrs on Friday 23rd October 2026**. Late applications will not be considered.

If successful, candidates will be notified of interview **WEEK BEGINNING 2nd November 2026**, with interviews being held on **Tuesday 17th November 2026**, in person at the Harbour Office at the Port of Inverness.

7. 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.

8. 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



APPENDIX A

Further Information: The Role of a 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

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.