

# Job Description

Non-Executive Director (representing the interests of  
energy suppliers)

December 2021





## Our challenge

Welcome to Smart Energy GB. It's our task to engage everyone in England, Scotland and Wales with the national rollout of smart meters - and we are all thrilled to have this once-in-a-career chance to communicate with the whole of our diverse nation.

Every British home and microbusiness has the opportunity to upgrade to new gas and electricity smart meters, which will utterly

transform the way we all buy and use energy and pave the way to a smarter, more energy efficient future. It's one of the biggest technological and infrastructural investments of our time, the smart meter rollout has already converted just under 40 per cent of British households. The goal for this voluntary technological upgrade is to engage every household in Great Britain, and so there is a continuing critical role for Smart Energy GB in the years ahead (government has recently indicated that Smart Energy GB's campaign should continue until at least 2025).



Our campaign is one of the most far-reaching of any campaign in the country. We are talking to consumers from all backgrounds, across the whole of Great Britain. Our legal duties mean that we have a particular need to make sure that consumers who are harder to reach or need greater support are not left behind (already an important part of our responsibilities and likely to be an increasing focus over the period leading to 2025).

It's an important time to join one of the most talented and creative teams (c70 FTE) in the country to deliver marketing and communications campaigns.

We have an exciting mission, and we pride ourselves on having a fully inclusive working environment.

*We're looking forward to meeting you, and hope you'll be as fired up about the challenge ahead as we are.*





# The Smart Energy GB Board

Smart Energy GB is governed by a non-executive Board whose make-up is comprised of a non-executive chair, 10 non-executive directors (6 representing the interests of energy suppliers, 4 representing the interests of energy consumers) and the Chief Executive. For the positions representing energy suppliers, candidates will need to either be an employee of an energy supplier or nominated by one.

In addition, the following observers are invited to attend the Board:

- A representative of the Secretary of State
- A representative of Ofgem
- A representative from Citizens Advice
- A representative of the Network Operators
- The Chair of the Audit and Risk Committee

Smart Energy GB is a non-for-profit company, limited by guarantee and funded by energy suppliers. It was established by government to support the smart meter implementation programme by encourage domestic and non-domestic customers to get a smart meter and, in so doing, allow them to better manage their energy consumption.

## The role

<b>Job title:</b>	<b>Non-Executive Director (representing the interests of energy suppliers)</b>
<b>Time Commitment</b>	<b>Preparation for and attendance at 6 Board meetings per year, the AGM, plus ad hoc supporting work. Total estimated time commitment is 1 day per month (average)</b>
<b>Remuneration:</b>	<b>£500 per month plus reasonable expenses</b>
<b>Term:</b>	<b>2 years</b>
<b>Requirement:</b>	<b>To be an employee of an energy supplier or nominated by one</b>
<b>Deadline:</b>	<b>14<sup>th</sup> January 2022</b>

### **Purpose of the job**

Smart Energy GB is entering an important phase of its life to support the roll out of smart meters to all homes and small businesses in the country. It is working to completing this goal by 2025. The Board oversees the development and implementation of the company's strategy to meet this objective.

Smart Energy GB's operations are focused on encouraging domestic consumers and microbusinesses to get a smart meter. It also has a responsibility to increase the willingness of consumers to change their behaviour to enable them to more effectively and efficiently manage their consumption of energy. There is also a requirement that we communicate with customers in vulnerable circumstances to ensure they are aware of and understand the benefits of smart meters while assisting them to realise the benefits of smart meters.

All non-executive directors serve as full directors of the company in an individual capacity. Consequently, they have a legal responsibility to exercise independent judgement and in all their actions as a non-executive director act in the best interests of Smart Energy GB and support the company in meeting its objectives.

Directors need to familiarise themselves with the full description of Smart Energy GB's objectives, and the other requirements regarding the governance of the organisation which are set out in the supplier licences and in the company's articles of association.

The role of the board is to oversee the direction and outputs of the organisation. It meets 6 times a year to oversee the development of the strategy and the in-year performance against it. It works closely with the executive team who manage the company's day to day operations.

### **Key tasks / responsibilities**

- To prepare for Board meetings by reading papers provided in advance, and participate in discussions and decision making.
- To participate in the Board's scrutiny of, and support for, the development of the annual business plan and budget
- Ensure that the company is using its reasonable endeavours to deliver on the results targeted in the Performance Management Framework (the document that details the metrics and targets that the organisation must meet) and doing so in a way that is most consistent with the objectives of the company as set out in the supplier licences and the company's articles of association
- To be able to explain and support the Board's collective decisions when discussing the activities of Smart Energy GB with stakeholders
- To attend the company's annual general meeting (AGM) and, under instruction from the Chair of the Board, support the Chair of the Board and the Chair of Audit and Risk Committee (ARC) in their presentations to members
- To be responsible as a director to ensure that the Board meets all legal requirements of a limited company and is in full compliance with the company's governing documents
- As a director to ensure the company has robust and reliable risk management and financial control processes in operation and is able to produce reliable audited annual accounts in a timely manner.
- To participate in any Board sub-committees (e.g. remuneration committee, ARC committee), at the request of the Chair and/or the Board

- To be available to provide ad hoc advice to the management team, on request, between Board meetings
- To ensure at all times any conflict of interest is avoided and to act and advice in the best interests of the company.

If invited to be a member of the Audit and Risk Committee, you will be expected to:

- To familiarise yourself with the Audit and Risk Committee's terms of reference which contains details on the proceedings of the committee
- Attend circa 4 meetings a year (held at Smart Energy GB's offices in central London)
- Read papers in advance of each meeting and contribute to the proceedings of the meeting

In addition to the above, a non-executive director representing the interest of energy suppliers, is required to Chair the two advisory sub-committees to the Board, which shall be tasked with developing the Performance Management Framework (one for domestic, one for non-domestic) as well as other duties as the Board sees fit. The chair of these sub-committees will receive additional remuneration for this responsibility.

### **Skills, experience and competencies**

- To be an employee of an energy supplier or nominated by one.
- A demonstrable understanding of, and commitment to, the delivery of smart meters and their benefits to British consumers
- An appreciation of Smart Energy GB's role and responsibilities and its liaison with stakeholders across the smart meter implementation programme.
- The ability to contribute to the Board's oversight of for Smart Energy GB's consumer engagement activities; probing and constructively challenging the executive management team on their reports to the board and in the performance of their responsibilities; and offering positive support where appropriate.
- The ability to contribute constructively to the Board's scrutiny and agreement of Smart Energy GB's annual plans, and delivery against those plans

- It is expected that the ability to provide effective oversight of Smart Energy GB's activities will include experience in some of the following areas of expertise: marketing and communication, smart metering (domestic and/or non-domestic), behaviour change, engagement with consumers in vulnerable circumstances and other areas relevant to overseeing the work of the company.
- The ability to interrogate annual budgets and the ongoing financial management thereof to ensure good value for money is achieved across the organisation.
- An active interest in, and knowledge of, good practice governance arrangements and the role of a non-executive Board
- Excellent communication skills (verbal/writing)
- A demonstrable commitment to supporting the delivery of our work to the full diversity of communities and people around Great Britain, including those in vulnerable circumstances
- Appreciation of the objectives and activities of Smart Energy GB

**Please note that Board meetings are currently scheduled for:**

**9<sup>th</sup> February 2022**

**15<sup>th</sup> March 2022**

**4<sup>th</sup> May 2022**

**13<sup>th</sup> July 2022**

**28<sup>th</sup> September 2022**

**9<sup>th</sup> November 2022**

**To apply for the role**

Please send your:

1. CV
2. a covering letter explaining why you want to join our Board and how you meet the requirements of the role
3. a completed Equality & Diversity Monitoring Form (this is a voluntary form that we use the data from to make our recruitment and selection practices as inclusive as possible). **Please complete the form via this link (if not**





clickable, please copy and paste the link into your web browser) -

<https://www.surveymonkey.co.uk/r/SEGBRecruitmentEqualityDiversityMonitoring>

Please submit your application to [iwanttojoin@smartenergygb.org](mailto:iwanttojoin@smartenergygb.org). Please include the full job title in the subject header.

**The deadline for applications is Friday 14<sup>th</sup> January 2022.**

## Diversity

We believe that diversity strengthens and enriches who we are, and it is important to us that our staff team and our Board reflects every aspect of our diverse nation whether it be socio-economic background, age or anything in between. Currently those from a Black, Asian, and minority ethnic background are under-represented on our Board as are women and those living with a disability. We therefore encourage and welcome applications from candidates with these characteristics.

We, therefore, request you to complete our voluntary **Equality & Diversity Monitoring Form** so that we are able to monitor applicant diversity effectively (link to the form - if not clickable, please copy and paste the link into your web browser <https://www.surveymonkey.co.uk/r/SEGBRecruitmentEqualityDiversityMonitoring>)

Smart Energy GB is a Disability Confident employer (Leader status) and applications from disabled candidates are also encouraged. All disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview if requesting to be considered under this scheme.

If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please email [iwanttojoin@smartenergygb.org](mailto:iwanttojoin@smartenergygb.org). Please tell us what format you need. It will help us if you say what assistive technology you use. An audio/visual version is also available upon request.

If there's anything else we can do to make our interview process or working environment more inclusive and to meet your particular needs please let us know, by contacting [iwanttojoin@smartenergygb.org](mailto:iwanttojoin@smartenergygb.org) or calling 0203 019 1038. Our offices have full wheelchair access.