



## **Appointment of two Non-executive Directors for Port of Tyne**

**Briefing pack for applicants**

**Closing date for applications:**

**Friday 24 January 2025 @ 17:00pm**

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# About Port of Tyne

The Port of Tyne in North East England is one of the UK's major deep-sea ports - a vital trading gateway to world-wide markets.

The Port has operated on the Tyne since Roman times. It became a trust port, constituted by Act of Parliament, in 1968. It has no shareholders or owners and is governed by an independent Board of up to eight Non-executive directors, including the Chair, who are appointed by the Secretary of State for Transport and up to four executive directors, including the Chief Executive Officer.

The Port receives no Government funding, is run on a commercial basis and reinvests all profits back into the business for the benefit of all of its stakeholders - customers, employees, business, Government and the community.

In recent times the Port of Tyne has diversified, developed and invested to ensure that it continues to be a vibrant and sustainable business which meets the varying needs of its customers and stakeholders. It is one of the UK's largest car exporters and increasingly supports activity within the renewables sector, importing biomass and supporting offshore wind operations. It hosts the International Passenger Terminal for cruise and ferries, together with a successful estates portfolio and a significant container and storage operation.

The Port takes its responsibility to the community seriously and plays an active role in the region and national business life, supporting a wide range of community and business organisations.

The Port is undergoing a cultural as well as a commercial transformation to deliver a modern, digitally enabled port, fit for the twenty first century. The Port established and hosts the UK's first maritime Innovation Hub as well as being the only UK port in the global Connected Ports initiative. The Board has developed its long term strategy, Tyne2050 which is fully aligned to the national strategy, Maritime2050 and the North East Economic Plan, focusing on the development of long term commercial sustainability and growth through technology innovation and customer partnerships. This strategy has been developed in partnership with all Port colleagues and a wide range of stakeholders. In order to position the business for success, the Port is looking to strengthen its skills and experience by recruiting two new Non-executive Directors on the Board.

Please see our website at [www.portoftyne.co.uk/](http://www.portoftyne.co.uk/) for more information about the Port, our people and our plans.

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# The Opportunity

We are looking to recruit two Non-Executive Directors.

The Port of Tyne's primary duty is to manage, maintain, develop and improve the Port and its operations for the benefit of all its stakeholders which comprise customers, employees, the business community, government and the local community.

Non-executive Directors are expected to act with independent judgement and use their skills and experience for the benefit of the Port of Tyne and its stakeholders, and to devote the necessary time and undertake such training as is required to carry out their responsibilities.

## **Skills and Experience Required**

We are seeking candidates who have the gravitas and credibility to work at Board level and the ability to exercise the required decision making and judgement. Candidates must also be able to demonstrate one or more of the following areas of skills and experience:

- working closely with the public sector at a national and local government level and a strong understanding of the North East of England
- a background in the marine profession
- a strong financial background preferably in a logistics or service environment
- significant business experience including commercial partnerships, joint ventures, M&A
- international commercial networks within energy, oil and gas and renewable sectors.

We are committed to increasing our diversity at all levels in the organisation and we are particularly keen to attract candidates who can bring diverse perspectives.

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## Competencies Required

- Independence
  - ability to act independently in the best interests of the Port.
  - ability to be objective and impartial.
  
- Governance
  - an understanding of governance, business issues and public policy
  - ability to manage complex issues within statutory guidelines in a commercial environment
  
- Strategic Awareness
  - ability to formulate and develop strategy
  - ability to identify and act upon opportunities and weaknesses
  
- Integrity and Professionalism
  - integrity in all personal and business dealings
  - ability to motivate and engender respect
  
- Communication
  - ability to make a positive contribution and engage in Board discussions
  - ability to influence, challenge and persuade others
  
- Working Together
  - ability to build and develop effective relationships with Board Members and the Executive Team.
  - ability to establish effective relationships with stakeholders
  
- Decision Making
  - ability to make informed policy, business, strategic and financial decisions
  - ability to problem solve and prioritise

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# Terms of Appointment

## **Appointment Term**

Non-executive Directors are appointed following an open recruitment process based on merit, and generally for an initial period of three years. This three year period may be renewed by the Secretary of State for a further term subject to good performance.

## **Remuneration:**

The rate of remuneration for Non-executive Directors is currently £14,857 per annum.

## **Time Commitment:**

Circa 12 days per annum.

In order to fulfil the commercial, operational and strategic requirements of the business the Board meets formally 6 times a year, with a Board call in-between formal meetings. Additional time commitments for Non-executive Directors includes sub-committee membership expectations and informal interactions which vary, subject to the requirements of the business. At present there are two sub-committees of the Board, the Audit Committee, and Remuneration and Nominations Committee.

## **Location:**

Board and Committee meetings take place primarily at the Port.

## **Nature of Appointment:**

The post holder would be an officeholder and not an employee of the Port of Tyne or Department for Transport.

## **Conflicts of Interest**

You must inform Department for Transport and Port of Tyne if you have any conflict of interest that might affect your ability to undertake this role. You should disclose information on any relevant business interest, public appointment or position of authority, including other connections with commercial, public or voluntary bodies. This information will be collected as part of the online application process.

## **Pension and redundancy**

This role does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.

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# Application process

*This is a public appointment made by the Secretary of State for Transport. The DfT is committed to the principles of appointments based on merit with independent assessment, openness and transparency of process. In particular, the Department is committed to addressing the underrepresentation of women, ethnic minorities and people with disabilities who have the required skills and experience.*

Those involved in the selection process are expected to be the Chair of the Remuneration and Nominations Committee at Port of Tyne, a representative from the Department for Transport and an Independent Panel Member. The appointment will be made by the Secretary of State for Transport.

## How to apply

GatenbySanderson, an executive search agency, has been appointed to support these appointments. If you wish to apply for these posts, please visit: [www.gatenbysanderson.com/job/GSe102943](http://www.gatenbysanderson.com/job/GSe102943)

The closing date for applications is **Friday 24 January 2025 at 17.00pm**. No late applications will be accepted.

Applications must include the following:

- a summary of specialist or management experience relevant to the position in line with the Experience Required criteria in the information about the role in the document entitled “The Opportunity.”
- a short covering letter (not more than two A-4 sized pages) outlining your response to the following:
  - *describe briefly the most challenging problem which you have faced and what you contributed to its solution.*
  - *describe a group situation in which you had to balance either your strongly held views or your specialist skills against wider or contrary considerations. What impact did others' views have on you and your views on them?*
- a full CV with contact details, educational and professional qualifications, a full career history and details of relevant achievements.
- the names, addresses and contact details of two referees.
- You will also be asked to provide diversity data, and to declare any potential conflicts of interest or reputational issues. **Please note: unless this form is submitted, your application cannot be taken forward.**

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**You will also have the opportunity to advise us of any reasonable adjustment requirements or apply under the Disability Confident Scheme before you submit your application.**

If you do not receive an acknowledgement of your application within 48 hours, please contact [Mary.Dempsey@gatenbysanderson.com](mailto:Mary.Dempsey@gatenbysanderson.com)

### **How to complain**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

Please contact GatenbySanderson in the first instance if you would like to make a complaint regarding your application at [mary.dempsey@gatenbysanderson.com](mailto:mary.dempsey@gatenbysanderson.com). They will acknowledge your complaint upon receipt and respond within 15 working days.

### **Contact information**

For a confidential discussion about these roles, please do contact our recruitment advisers at GatenbySanderson who will be delighted to speak to you:

- Khadeeja Khalid, [khadeeja.khalid@gatenbysanderson.com](mailto:khadeeja.khalid@gatenbysanderson.com)
- Olivia Robinson, [olivia.robinson@gatenbysanderson.com](mailto:olivia.robinson@gatenbysanderson.com)
- Julie Myers, [julie.myers@gatenbysanderson.com](mailto:julie.myers@gatenbysanderson.com)

GatenbySanderson will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.



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## Indicative timeline

The anticipated timetable is as follows:

<b>Closing date for applications</b>	<b>Friday 24 January 2025 (17:00pm)</b>
Longlist meeting	w/c 10 February 2025
Preliminary Interviews with GatenbySanderson (Virtual)	17 – 28 February 2025
Shortlist meeting	w/c 10 March 2025
Final Panel Process <ul style="list-style-type: none"><li>• Site Visit</li><li>• Due Diligence</li><li>• References</li></ul>	21 April 2025 – 9 May 2025 w/c 21 April
Final Panel Interviews	w/c 5 May 2025

\*Please note that these dates could be subject to change. If you are unable to meet this timeframe, please let us know in your application letter.