



Job Title: Chair, Comux UK Ltd

About Comux

Comux UK Ltd (“**Comux**”) is licensed by the Office of Communications (“**Ofcom**”) to provide the digital terrestrial television (“**Freeview**”) multiplex for the Local TV network in the UK. In addition to providing the Freeview carriage for all licensed Local TV services, it also carries commercial TV services for a well-known international television network operator which are broadcast across the Comux network.

Comux is responsible for the end-to-end transmission process including the contribution from the Local TV and national TV licensees, multiplexing, distribution and transmission to each of the licensed locations from its Network Operations Centre in Birmingham.

Comux aims to operate an efficient multiplex infrastructure to support a sustainable Local TV sector including by providing financial distributions to its Local TV shareholders. The company is co-owned by all Local TV licensees.

The current Board is made up of a Chair and 5 non-executive Directors. The shareholders appoint representatives from the Local TV sector to serve as non-executive directors, alongside other persons appointed from time-to-time for their knowledge and expertise.

The company is now seeking to appoint a new independent director to serve as chair of the company following the retirement of the current occupant of this role.

Responsibilities:

The Chair is a non-executive member of the Board of Comux tasked with contributing independent oversight, chairing meetings of the Board and making judgments on company matters, to promote the success of the company for the benefit of the shareholders as a whole. The Chair will facilitate access to information about the company to its shareholders, will be even handed towards all shareholders, will assist in the resolution of conflicts where these may arise, and will contribute to good governance of the company.

The Chair will refrain from substantive executive functions in the company and, apart from the remuneration stated below, should not have any material pecuniary relationships or transactions with Comux, its stakeholders, shareholders, senior management or companies supplying services, nor should the Chair be materially related, unless otherwise agreed, to Board members, shareholders, clients, other multiplex operators or staff during the term of their appointment.

Duties:

1. Chair the meetings of the Board of Comux in a non-executive capacity, attending meetings of the Board and meetings of committees as appropriate.
2. Bring an external, independent perspective and advise the Board accordingly, including advising and making judgments on managing conflicts of interest and corporate governance.
3. Be a contact point for shareholders and represent the company to third party stakeholders and clients as required.
4. Assist in reviewing and revising the strategy and objectives of the company and scrutinising management performance against those objectives.
5. Advise on risk management and internal control systems to assure the integrity and quality of management operations and of company governance.
6. Chair the general meetings and shareholder meetings of the company.
7. Mentoring and guiding the senior management team and directors.

Person Specification:

The person appointed will have board-level experience and understanding of the type of commercial environment in which Comux operates. Demonstrable ability to engage constructively with senior management and stakeholders and to challenge on difficult issues in a non-confrontational manner. Effective motivator and communicator, both verbal and written. Understanding of management systems, risk management and related management information.

Time Commitment:

The current Board normally meets monthly, and holds additional strategy meetings, including with senior staff and shareholders. The Chair/Independent Director is expected to attend Board meetings and to be available and flexible in terms of time at short notice, for advice and decisions between meetings. Time commitment per annum is estimated as 24 days (full time equivalent).

Period of appointment:

The appointment will be for a three year period, with the option, subject to agreement between the company and the appointee, of extension up to a further 3 years. The appointment may be terminated by either party giving an agreed notice period.

Location:

Comux has offices at Innovation Birmingham Campus, Faraday Wharf, Holt Street, Birmingham B7 4BB. Meetings are normally held in London or Birmingham. The appointee may be based anywhere but must be available to travel to Birmingham, London and occasionally other locations.

Remuneration:

£700/day for equivalent of up to 24 days per annum (assumed average of 2 full time equivalent days per month) plus reasonable travel expenses to attend meetings. Payment monthly, on the basis of invoice, receipts for expenses and a timesheet of activities. Payment for any additional work must be agreed in writing in advance.

General Requirements for Comux posts:

To adhere to all Comux UK Ltd policies and procedures, including strong commitment to equality of opportunity.

High standards of professionalism and integrity and ongoing self-improvement.

How to apply:

The closing date for this post is 15 June 2019.

Applications should be submitted in the form of a CV together with a covering letter of not more than 2 pages length and sent to jobs@comux.co.uk