
From: Saf Ismail [GRO]
Sent: Thur 02/05/2024 6:22:08 PM (UTC)
To: 'Elliot Jacobs' [GRO]
Subject: FW: One News Special: Application process for two new Postmaster NEDs

FYI

Regards

Saf Ismail



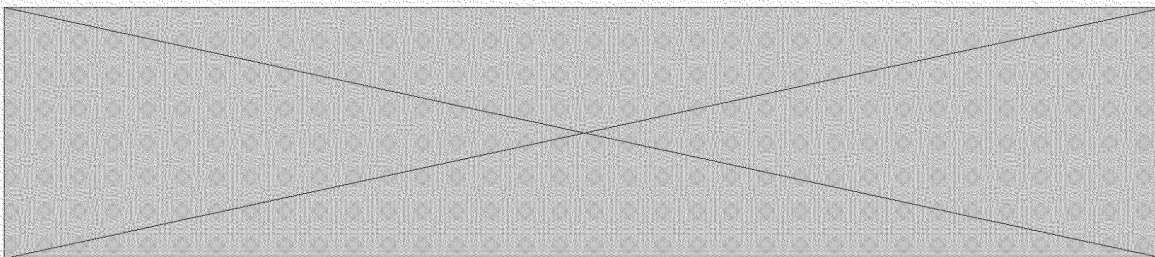
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From: One Post Office [GRO]
Sent: Monday, April 8, 2024 3:17 PM
To: Sarfaraz Ismail [GRO]
Subject: One News Special: Application process for two new Postmaster NEDs

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8 April 2024

Hi all,

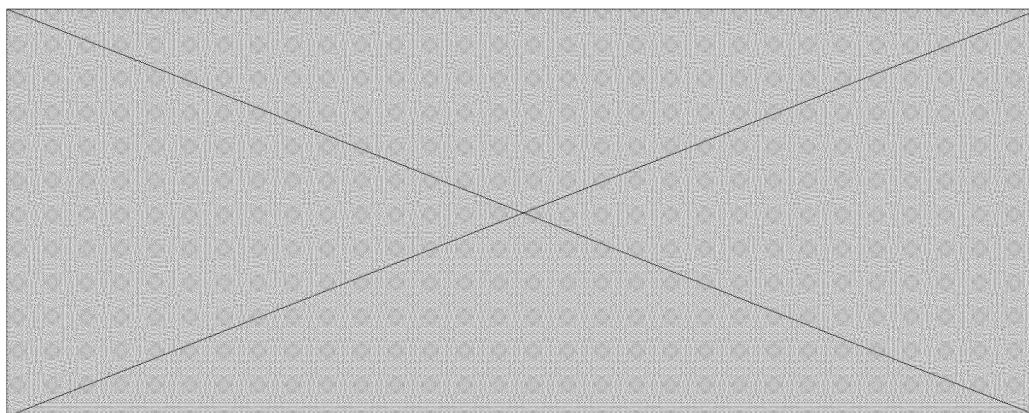
I am delighted to officially open the application process for two Postmasters to join the

main Post Office Board as Non-Executive Directors (NEDs).

Our current Postmaster NEDs, Saf Ismail and Elliot Jacobs, have made significant contributions to our commercial strategy and operational effectiveness, but after three years their tenure on the Board is coming to an end. I would like to thank them both, especially Elliot who will be leaving the Board first, in September 2024, with Saf leaving in June 2025. This phased leaving process is to ensure a smooth handover for the incoming NEDs. Please see the supporting information for more detail on this.

You will all be aware this has been a difficult and challenging time for the Post Office. Postmasters are the heartbeat of the Post Office business and now more than ever, we need your input.

We are looking for two Postmasters who are passionate about shaping the future of the Post Office and who reflect the diverse communities we serve. These are two very important appointments, so I have recorded this short video to give you more information on the roles, what we are looking for and how to apply.

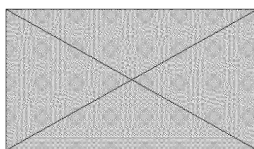


If you have the required skills and fulfil the eligibility criteria, I would urge you to apply.

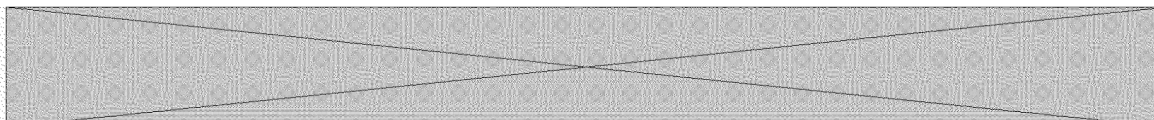
Please read on below for more detailed information.

Good luck with your applications.

Best wishes,



Nick Read
CEO, Post Office



Supporting information

What does the role include?

The successful candidates will play a critical role in shaping the strategic direction of our business and support specific opportunities and challenges facing the Post Office. They will work as part of the current Board of Directors, with the interim Chair Ben Tidswell, and contribute to strategic issues, applying their experience and background to the continued development and growth of the Post Office. Further details and profiles of the current Board are available [here](#).

In keeping with the responsibilities a NED would have in any business, the role requires promoting and balancing the interests of Post Office customers, Postmasters, the wider business (Post Office Ltd) and the shareholder (UK Government).

To sit on the Board of any company is a great responsibility and we have developed a recruitment process which reflects the significance of this role.

The Postmaster NEDs will have the same duties as other Board Directors and will be required to attend regular meetings, manage conflicts of interest, and treat Board matters confidentially.

How do I apply?

STAGE 1: Application and shortlisting

The first stage is to complete an application form which includes submitting a CV and a 500–750 word personal statement. These must be submitted in one document.

To view the job description including information on the key competencies expected for the role and to apply for the role, [click here](#).

There is also supporting information including board duties and meeting dates on Branch Hub, [available here](#).

Applications are open from Monday 8th April 2024 through to 30th April 2024 and anyone who meets the following eligibility criteria is entitled to apply:

1. Contractual status

Be an individual Postmaster or director or partner of a company or partnership, that includes a Post Office and holds a permanent contract with Post Office Ltd.

2. Length of Service

Have a minimum of three years continuous service in that role, as of 30th April 2024 when the application window closes.

3. Operational Conformance - Cash Declarations (for each Branch)

Have an average cash declaration completion rate of at least 90% over the last 6 months period from October 2023 to March 2024.

4. Operational Conformance - Monthly Trading Statements (for each Branch)

Have completed the last 6 months trading statements.

These criteria have been set so to ensure that candidates have the minimum and necessary experience.

We have appointed Green Park, who specialise in Board level appointments, to support and facilitate the recruitment of these roles. Following Post Office's initial eligibility check, Green Park will assess each candidate against the key competencies within the NED role specification. They will use the information submitted in the CV and personal statement as well as information provided by Post Office on candidates' engagement with Post Office initiatives and involvement in Post Office events including meetings and forums.

Core experience and skills Green Park will be looking for includes:

- ▽ Evidence of commitment to Post Office including our social purpose
- ▽ Experience of developing a Post Office business and demonstration of product knowledge
 - ▽ Understanding of retail trends, with a commercially focused outlook
 - ▽ Evidence of customer focus and driving excellence
- ▽ Knowledge and awareness of key financial targets, financial risks and opportunities
- ▽ Demonstrable leadership qualities and / or people management experience
 - ▽ Ability to listen to and influence key stakeholders, sometimes within challenging environments and experience of engaging with other postmasters across the network
- ▽ Experience in similar roles e.g. school governor, community association member.

Green Park will provide a short list of 12 candidates.

Applications will be accepted until 5pm on 30th April 2024. Any applications submitted after this date or which do not meet the eligibility criteria, will not be considered.

STAGE 2: Interview & Due Diligence

The top 12 candidates will be interviewed by an independent panel of retail and industry experts, all of whom will be external to the Post Office. The twelve interviewees will be informed of the Panel Members in advance of the interview.

Six candidates will be selected by the Panel. Before the final stage of the process, due diligence and conflict checks will be carried out on each, in line with our usual recruitment processes for Board members.

STAGE 3: Election

It will then be over to you, our Postmasters. The six shortlisted candidates will be supported by a 3rd party organisation to prepare a statement and/or create a video detailing why they would like to take up this post. They will then put themselves forward for election by the Postmaster community. The election is likely to take place during June and July and your votes will decide who should join the main Board of the Post Office.

STAGE 4: Formal Appointment and Training

The two candidates with the highest votes as elected by their peers will be recommended to the Board and to the Secretary of State for final appointment, due to be made in July / August 2024. Please note, the two successful Postmasters will have staggered start dates— see below for more detail.

The Postmasters appointed to the role will receive an extensive induction and training programme, covering the corporate and legal aspects of the role.

If I am successful, when would I start?

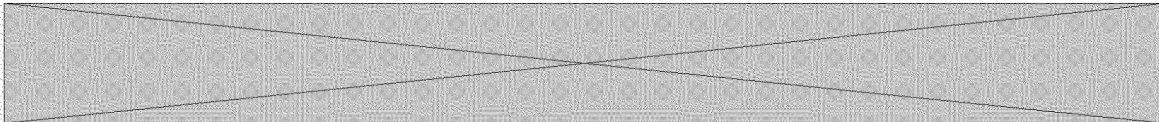
The final candidates will be recommended to the Board and to the Secretary of State for final appointment, due to be made in September 2024.

While the final appointments will be made in September 2024, there will be a phased induction for both NEDs coming onto the Board. The NED with the most votes will begin their appointment in September 2024 with the second NED beginning their appointment in June 2025. The tenure for both appointments remains three years from the date they begin their appointment.

The two existing Postmaster NEDs will have a phased leaving process – one will leave in September 2024 and one will leave in June 2025 to ensure a smooth handover process for the incoming NEDs.

For any questions about the role or the recruitment process please contact Racheal Hill

GRO



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