INFORMATION FOR CANDIDATES

MINISTRY OF DEFENCE

SUBMARINE DELIVERY BODY

APPOINTMENT OF A NON–EXECUTIVE CHAIR

27 February 2017
INTRODUCTION FROM THE PERMANENT SECRETARY

Thank you for expressing an interest in playing a role on the Board of the Submarine Delivery Body (SDB).

The UK’s independent nuclear deterrent is essential to our nation’s security. Since 1969, the Royal Navy has maintained Continuous At Sea Deterrence with at least one nuclear-armed submarine on patrol at all times. Sustaining that critical capability is the most significant and wide-ranging of all the major defence tasks. The 2015 Strategic Defence and Security Review concluded that we should establish a new body – the SDB – to strengthen our arrangements for the procurement and in-service support of nuclear submarines. The SDB will sit alongside the existing Defence Equipment and Support (DE&S) organisation.

We are now seeking an exceptional individual to play a key role in building the SDB into a world-class client delivery organisation through establishing its structure, shaping the team to deliver its outputs and transforming its capabilities for the long-term. The Board will work closely with the SDB’s customers, the Director General Nuclear organisation and the Royal Navy. A key task for the Board will be the shaping of the SDB to deliver for its customers in an effective manner. An essential part of this will be leading the business and culture change needed in the delivery of submarine programmes in what is a complex stakeholder environment.

As Chair will be expected to have an excellent track record in delivering high-value programmes and considerable experience of handling complex commercial issues. You will need to inspire the newly established SDB to make the step-change necessary for the future, have the personal resilience to work on very high-profile issues, and the personal integrity to deal with highly sensitive information.

If you find the challenge set out here an exciting one, and have the skills and experience we are looking for, we hope you will follow up this opportunity

Stephen Lovegrove

Permanent Secretary, MOD
BACKGROUND

The Submarine Delivery Body (SDB) is being created to manage the design, procurement, support and decommissioning of submarines on behalf of the Ministry of Defence. This is work of unparalleled strategic importance both nationally and internationally, and directly ensures the delivery of the UK’s continuous at-sea nuclear deterrence. A standalone entity within the Ministry of Defence, the new SDB will be a high-performing organisation, bringing together existing expertise with heightened managerial, commercial and procurement capability to ensure the excellence of the UK’s nuclear submarine assets for decades to come.

In addition to procuring the Dreadnought class submarines - a national investment of comparable scale to CrossRail or HS2 - the organisation will also manage the bringing in to service of the Astute class submarines, support to all in-service submarines including the management of submarine and reactor safety, and the defueling, decommissioning and disposal of submarines when they reach the end of their service lives. The new body will sit within the Department’s wider Nuclear Enterprise, working closely with the SDB’s customers, the Director General Nuclear organisation and the Royal Navy, in line with direction provided by the Defence Nuclear Executive Board.

On its inception in mid-2017, the SDB will inherit the Submarine Operating Centre currently within the Defence Equipment & Support (DE&S) organisation in Bristol. This includes around 1,200 staff with significant subject matter expertise. The body will then undergo a period of transformation to ensure that it has the capabilities it requires to fulfil the responsibilities placed upon it. Led by its new Chair, the Board of the SDB will provide strategic direction and be the central decision making body of the SDB, while providing challenge and support to the SDB’s Chief Executive Officer and their senior leadership team. As part of that transformation, it will be established as an independent Executive Agency of the Department.

THE ROLE

We envisage that the Board will:

- Set the strategy of the SDB to deliver its in-service and procurement programmes; reflect this strategy in the SDB’s Corporate and Business Plans and recommend approval of the Plans to the SDB’s Sponsor.

- Review and approve the plans for acquisition and support of submarines agreed with DG Nuclear and Navy Command, and take responsibility for their delivery; review and approve material change requests in relation to these Plans.

- Provide advice, challenge and support to the Chief Executive and his or her Senior Leadership Team and hold them to account for delivery of the Corporate and Business Plan, achievement of the SDB’s target KPIs, and the SDB’s financial performance.

- Report to the Sponsor on governance arrangements for the SDB and whether they are fit-for-purpose for the effective operation of the SDB.
• Assure itself that the SDB is operating in full compliance with all safety and security requirements.

• Review and advise on the SDB’s succession planning, set the remuneration policies and incentive policies of the SDB to fulfil the objectives of the SDB (within the freedoms afforded to the SDB).

The independent non-executive Chair of the SDB Board will be accountable to the Director General Nuclear, as the Sponsor for the organisation, for leading the SDB Board and ensuring its effectiveness in all aspects of its role. The Chair will have a particular focus on ensuring the Board undertakes an active role with respect to challenging the SDB Executive function on SDB performance and decision making on those matters within the Board’s remit.

The Chair will be specifically responsible for:

• Ensuring that the Board is supported by effective and properly constituted subcommittees; in the first instance these will include Audit, Remuneration and Safety.

• Ensuring there is a Board Operating Framework in place consistent with the Government Code of Good Practice for Corporate Governance and a code of practice for board members, consistent with the Cabinet Office Code of Conduct for Board Members of Public Bodies.

• Ensuring that the Board as a whole is effective, including assessing the performance of the Board and of individual members, and making recommendations on areas of development.

• Encouraging all Board members to express their views frankly and challenge constructively in order to improve the standard of discussion in board meetings.

• Managing the agenda, frequency, content and conduct of Board meetings, ensuring that systems are in place to provide members with accurate and timely information of good quality to allow the Board to consider properly all matters before it.

The Chair, together with other non-executive members of the Board as appropriate, will act as the ‘ambassador’ of the SDB Board to the SDB’s customers (Navy Command and DG Nuclear) and the Sponsor. The principal purpose of this ambassadorial role is to oversee the effectiveness of the SDB’s relationships and communication with its customers and Sponsor, and provide a channel of communication between the Board and these parties on any matters of significant concern.

The Chair will have a standing right of access to DG Nuclear and will maintain a regular dialogue. The Chair will also have a standing right of access to the MOD Permanent Secretary.

The Chair, on behalf of the Board, will be responsible for escalating to DG Nuclear (and Navy Command) material matters where agreement between the SDB Chief Executive and a majority of the Board’s non-executive members cannot be reached. If it is not possible to resolve the issue at this stage, the route for escalation is through the Permanent Secretary, and ultimately the Responsible Minister.
PERSON SPECIFICATION

Chair

Candidates should ideally have experience in the governance of major projects and an appreciation of the principles and governance arrangements underpinning the public sector. Candidates will need to be highly credible leaders with the ability to form positive, effective and trusted relationships with people at a high level in the defence nuclear communities.

The successful candidate will be someone with:

- experience as a Non-Executive Director (not necessarily Chair);
- a strong track record of delivery at board level;
- outstanding influencing skills at the highest level;
- strong judgment, analysis and decision making skills;
- the ability to challenge and support the CEO and the senior leadership team;
- the ability to manage and develop diverse stakeholder relationships;

In addition, it is desirable that the successful candidate has:

- experience of corporate governance frameworks in public sector organisations.

ELIGIBILITY

- This post is reserved for UK nationals only.

- The Board will routinely meet in London or Bristol. However, travel to other locations will be required.

- The successful candidate must hold or be willing to obtain security clearance to Developed Vetting clearance level before taking up post. More information about the Developed Vetting process is available here: https://www.gov.uk/guidance/security-vetting-and-clearance.

- Candidates must note the requirement to declare any interests that they may have that might cause questions to be raised about their approach to the business of the Submarine Delivery Body. They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/ partners
TERMS OF APPOINTMENT

- The role of the Chair is initially expected to take **up to 3 days per week**. The requirement may change once the SDB has been transformed and is in steady state.

- Remuneration for the post will be **up to £150,000 per annum**.

- The successful candidate will be appointed for a fixed term, normally **up to three years**, following a process of open competition managed by MOD following the principles of the Code of Practice for Public Appointments. The Chair may be reappointed for a further term, subject to mutual agreement and meeting required performance standards, but the total appointment should not normally exceed six years.

- Appointment will be on a fee earner basis and nothing in any agreement shall be construed as forming or intending to form a contract of employment between the candidate and the department.

- This appointment is not pensionable.

HOW TO APPLY

The closing date for application is **12:00 midday on Monday 13 March 2017**.

Your application should include:

1. **A full CV** with your education and professional qualifications and a full employment history. Please include in your CV details of budgets and staff managed, as well as highlighting any achievements relevant to the person specification above.

2. A **covering letter** briefly describing your suitability for the role clearly evidencing your experience against the criteria in the person specification. This should be no longer than 2 sides of A4 in length.

3. **Details of two referees** together with a brief statement describing in what capacity and over what period of time they have known you. Referees will not be contacted without your consent.

4. A completed **diversity monitoring questionnaire**. This will be treated confidentially and will not affect your application in any way.

Please also provide a daytime and evening telephone number, which will only be used with discretion.

Please e-mail your application to **scs.recruitment@csresourcing.gsi.gov.uk** quoting reference number SDB/CH/17.

Unsuccessful applicants for the Chair role may be considered for a Non-Executive Director role in due course. If you do not wish to be considered for a Non-Executive Director role, please make this clear in your application.
RECRUITMENT PROCESS

- The selection panel for this role will assess applications on merit and will employ open and transparent processes in determining the candidate considered most suitable for this appointment.

- Candidates for final interview for the Chair will be offered the opportunity for an informal 1:1 meeting with the Permanent Secretary and will also be provided with the opportunity to visit Abbey Wood, Bristol.

- It is expected that the Secretary of State for Defence will wish to meet the successful candidate for the Chair before the appointment is confirmed.

- The Ministry of Defence reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries.

- The provision of false or misleading information by a candidate who is appointed will be grounds for termination without notice.

EQUAL OPPORTUNITIES

The MOD is committed to equal opportunities for all. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the MOD’s objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities, and we will treat people fairly irrespective of their working arrangements. Whilst this is role is an appointment and not an employment we will treat all applications fairly and equally and would expect a successful appointee to uphold MOD values.

Under the Equality Act 2010 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

GUARANTEED INTERVIEW SCHEME

MOD operates a guaranteed interview scheme for disabled people, as defined in the Equality Act 2010, who meet the essential criteria for this appointment as outlined in the person specification. Applicants who wish to apply for consideration under the scheme are asked to state this in their letter of application. The selection panel will assess applications on merit and will employ open and transparent processes in determining candidates most suitable for this appointment.
We take our responsibilities under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The diversity monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form with the ‘prefer not to say’ options selected. If you are unsuccessful, personal data relating to your application will be destroyed after 12 months. If you are successful, data will be held by central HR in the Department.