



# Chair of the Student Loans Company

Candidate  
information pack



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# Introduction

The SLC delivers finance to students to enable them to participate in education. It is a not for profit organisation which was set up in 1989. SLC's role has expanded significantly over the last 30 years to incorporate a wide range of products and services and it is now one of Government's most high-profile delivery bodies, which manages a loan book worth more than £117bn, processes more than 1.5 million new loan applications each year and holds data on 8 million borrowers.

The business model of the SLC is akin to the back-office of a mid-tier UK financial services institution. It is incorporated as a company limited by shares under the Companies Act and is wholly in public ownership – with the department for Education (England) being the majority shareholder and the remaining shares held by the devolved administrations in Scotland, Northern Ireland and Wales.

## The SLC's primary functions are:

- providing loans and grants to students;
- paying tuition fees to colleges, training providers and universities;
- collecting repayments, through HMRC and direct from borrowers;
- making maintenance payments to schools and further education students aged over 16 in NI and Wales;
- maintaining data security;
- providing back-office service to support securitised tranches of the loan book.
- paying bursaries and scholarships on behalf of universities and colleges; and
- running all the administration and processing associated with these activities.

As non-executive Chair, you will be joining the SLC Board at a pivotal moment in the SLC's history. The Company will face a number of challenges and opportunities during the coming months and years, including delivery of recommendations from the Post-18 Funding Review and the recommendations of the Tailored Review - which is attached to this specification. A key role for the Chair will be to work with the Board and oversee the executive to ensure that the resources and skills available to the Company are commensurate with its delivery obligations.

Under the leadership of the Chair, the Board will need to ensure it continues to have the right balance of skills and experience which allow it to direct SLC's business, whilst providing support and constructive challenge to the executive leadership Team. The Chair will need to demonstrate high standards of corporate governance at all times, provide assurance on risk management and internal control, and ensure that best practice is followed. As a public body, the Chair will also need to ensure the Company is both compliant and acting within all financial and governance controls set by HM Government. The specific roles and responsibilities of the Board and its members are set out the SLC Framework Document, [www.slc.co.uk/media/10196/slc-framework-document.pdf](http://www.slc.co.uk/media/10196/slc-framework-document.pdf)

For further information on the organisation and the board please visit [www.slc.co.uk](http://www.slc.co.uk)



# Who we're looking for

As Non Executive Chair, you will be joining the SLC Board at a pivotal moment in the SLC's history. The Company will face a number of challenges and opportunities during the coming months and years, including delivery of recommendations from the Post 18 Funding Review and the recommendations of the Tailored Review. A key role for the Chair will be to work with the Board and oversee the Executive to ensure that the resources and skills available to the company are commensurate with its delivery obligations.

Throughout the application and interview stage, you will need to demonstrate how you meet all the following essential criteria:

- Experience operating as a Chair at senior Board or Committee level in a complex, challenging and high-profile environment.
- A track record of providing strategic direction, independent judgement and effective decision making.
- Experience of the people, culture, technology and operational requirements that lead to transformational change in a complex and high stakes operation
- The ability to communicate effectively at all levels; creating and maintaining effective relationships with a wide range of stakeholders and customers that have diverse interests

In addition, throughout all stages of the application process, the Panel will be keen to understand whether candidates fulfil any of the following desirable criteria:

- An understanding of what 'good governance' looks like in a regulated public sector environment gained through working with HM Government or the wider public sector.
- An understanding of the needs of the Devolved Administrations and devolved decision making
- Knowledge and experience of working in or with the modern digital economy
- Experience operating as a senior (ideally main Board level) executive in a financial services organisation or processing business with assess, pay and repayment functions

Hold and manage the personal details of

**8.2 million customers**



Manage a loan book with a total gross value of

**£ 101.2 billion**

as at 31 March 2017




# Board Diversity

The Department for Education is committed to the principle of public appointments on merit with independent assessment, openness and fairness of process and to providing equal opportunities for all.

We are focussed on equality of opportunity for all, and particularly welcome applications from women, people with disabilities, LGBT candidates and those from black, Asian and minority ethnic backgrounds. Both UK nationals and international candidates are encouraged to apply.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure Departments are recruiting from the widest possible pool.



# How to Apply

**The closing date for applications is 11pm, Tuesday 6th August 2019.**

Information on the timetable for this campaign, selection process, requisite security clearance, and the Advisory Assessment Panel can be found on the Centre for Public Appointments website: <https://publicappointments.cabinetoffice.gov.uk/>

Please submit the following documents by email to:

[PublicAppointments.APPLICATIONS@education.gov.uk](mailto:PublicAppointments.APPLICATIONS@education.gov.uk)

1. A covering letter not exceeding two sides of A4 paper. (Arial size 12)
2. A CV
3. Candidate Application Form
4. Diversity form
5. Guaranteed Interview Scheme form (if applicable)

Please include the heading “SLC Chair Application” in the subject box. If submitting your application by email, please submit your application documents as separate attachments.

Alternatively, you can send your application via post to:

HR, Public Appointments  
Ground Floor  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

**Please note the following:**

- **We cannot accept applications submitted after the closing date**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation. We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to candidates unsuccessful following interview.**



# Terms of appointment

Under the leadership of the Chair, the Board will need to ensure it continues to have the right balance of skills and experience which allow it to direct SLC's business, whilst providing support and constructive challenge to the Executive Leadership Team. The Chair will need to demonstrate high standards of corporate governance at all times, provide assurance on risk management and internal control, and ensure that best practice is followed. As a public body, the Chair will also need to ensure the Company is both compliant and acting within all financial and governance controls set by HM Government. The specific roles and responsibilities of the Board and its members are set out the SLC Framework Document, here: [www.slc.co.uk/media/10196/slc-framework-document.pdf](http://www.slc.co.uk/media/10196/slc-framework-document.pdf)

## Location

Board meetings are generally held in Glasgow and also on occasion in London, Llandudno and Darlington. The Chair will be expected to travel to these locations as necessary.

## Time requirement

This non-executive Chair appointment will require attendance at Board meetings (10 per year), Board Sub-Committee meetings and other ad-hoc meetings as required.

We expect the time demand on a non-executive Chair to be around 8 days per month, but may occasionally increase in exceptional circumstances.

## Term

An expectation of up to two three-year terms, with renewal after the first term subject to satisfactory performance appraisal.

## Remuneration

£50,000 per annum.

## Expenses

Reasonable expenses for travel and subsistence incurred whilst carrying out the responsibilities of the post will be reimbursed and subject to the Student Loan Company's travel and expenses policy.

## Pension

The post is not pensionable.



# Principles of Public Life

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way.

Consistent with the Governance Code, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the Selection Panel must satisfy itself that all candidates for appointments can meet these standards; which are:

## **Selflessness**

Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

## **Integrity**

Holders of Public Office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

## **Objectivity**

Carrying out Public Office business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

## **Accountability**

Holders of Public Office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

## **Openness**

Holders of Public Office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

## **Honesty**

Holders of Public Office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## **Leadership**

Holders of Public Office should promote and support these principles by leadership and example.



# Complaints

Please contact the Department for Education's Public Appointments team if you would like to make a complaint regarding your application at:

[PublicAppointments.DFE@education.gov.uk](mailto:PublicAppointments.DFE@education.gov.uk)

We will acknowledge your complaint upon receive and respond within 15 working days.

If you are not content with our response please contact the Commissioner for Public Appointments at:

[publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)

Further information on complaints can be found on the Commissioner for Public Appointment's website:

<https://publicappointmentscommissioner.independent.gov.uk/>



THE COMMISSIONER  
FOR PUBLIC APPOINTMENTS

