



# Candidate brief for the position of Non-Executive Directors UK Trade Remedies Authority

May 2020



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# Welcome Message



Dear Candidates,

Thank you for your interest in the role of Non-Executive Director (NED) of the UK Trade Remedies Authority (TRA).

As you may be aware, the TRA will be among the first non-departmental public bodies to be set up in response to the UK's withdrawal from the European Union. It will perform a priority economic function by ensuring UK domestic industries have a safety net to protect them against injury caused by unfair trading practices, such as dumping and subsidies, and unforeseen surges in imports.

It is imperative that the TRA has the leadership necessary to direct this period of immense change and opportunity for the UK economy. The TRA will review the suitability of existing EU trade remedies measures relevant to the UK to enable a smooth transition to the new framework and will also undertake new investigations and reviews on behalf of UK domestic businesses.

Non-Executive Directors will have substantial responsibilities as Board members and will provide support to the TRA Chair. The Executive will be accountable for delivery, including the effective conduct of trade remedies investigations, and recommending fair and objective trade remedies measures. The Board will assure the TRA governance and decision-making processes. For the right candidate, the role offers considerable scope to develop the TRA's corporate governance structures and formulate its strategic vision.

This is a high-profile and dynamic role. We are looking for someone able to operate in a politically sensitive environment and work under intense media scrutiny. This person will need to have experience of, and be resilient in, facing the challenge of creating a new, independent function which has the trust of a wide variety of stakeholders.

If you believe you have the experience and qualities we are seeking to provide strong direction and governance to this important organisation, we very much look forward to hearing from you.

The Rt Hon Elizabeth Truss MP

Secretary of State, Department for International Trade  
& President of the Board of Trade

# Creation of the Trade Remedies Authority

The UK's Trade Remedies Authority is a new arm's length body, that will act independently of the Department for International Trade (DIT). It will be responsible for investigating claims of unfair trading practices and helping prevent injury to UK industry.

The UK is a full and founding member of the World Trade Organization (WTO) and has consistently supported its efforts to liberalise trade and enforce international trade rules. The UK is already a powerful pro-trade advocate and proponent of the multilateral system. Historically, the European Union (EU) has been in charge of trade remedies. However, now that the UK has left the EU, it has regained its independent seat at the World Trade Organisation. As an independent member and one of the largest economies in the world, the UK will be in a position to intensify its support for robust, free and open international trade rules which work for all, and to help to rebuild global momentum for trade liberalisation. As a nation, the UK now needs to develop a regime which will allow it to investigate, recommend and monitor trade remedy measures.

The Trade Remedies Authority (TRA) will be established as a new non-departmental public body, ensuring an appropriate degree of separation from DIT, and will be responsible for investigating alleged unfair trading practices. Trade measures can have a substantial effect on both consumers and businesses – that is why it is imperative that stakeholders trust that investigative and decision-making processes are fair and objective.

This new trade remedies regime is being legislated for by two Bills. The Trade Bill currently before Parliament will establish the TRA as a new non-departmental public body<sup>1</sup>. The Taxation (Cross-Border Trade) Act 2018<sup>2</sup> sets out the trade remedies framework that the TRA will be responsible for delivering. Until the Trade Bill establishes the TRA, this work sits with the Trade Remedies Investigations Directorate (TRID), part of the Department for International Trade.

The TRA will be responsible for conducting investigations into unfair trading practices and unexpected surges in imports and thus helping to remove injury suffered by UK industry. The Secretary of State for International Trade is responsible for making a final determination on whether to accept or reject recommendations to impose measures.

To find out more about:

- Trade Remedies Investigations Directorate - please click [here](#).
- World Trade Organization – please click [here](#).
- UK Trade Remedies – please click [here](#).
- Anti-Dumping Duty Measures – please click [here](#).

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<sup>1</sup> <https://services.parliament.uk/bills/2017-19/trade.html>

<sup>2</sup> <https://services.parliament.uk/bills/2017-19/taxationcrossbordertrade.html>

# Our Governance and People

The TRA will be chaired by Simon Walker and the Board will be made up of the Chair, Chief Executive, Director of Corporate Services, and a number of non-executive directors. The Board will consist of no more than nine members. Details of the TRA's governance framework is set out in the Trade Bill. This includes:

- How executives and non-executives will be appointed to the TRA Board, and how their terms of appointment and remuneration will be determined.
- Reporting requirements – the TRA must report to Parliament on its performance and accounts.
- The relationship between the Department of International Trade's Secretary of State and the TRA – when she can issue guidance to the TRA and seek its assistance.

The organisation currently has approximately 95 staff, all based in offices in the centre of Reading. Further planned recruitment means this should grow to 129 in 2020 and 150 in 2021. Its staff come from a wide range of backgrounds. Some are civil servants involved in international trade; others bring trade remedies experience from overseas. Many have backgrounds in investigations and TRA has specialist teams of lawyers and analysts. All this is supported by the Corporate Services team.

As an organisation doing something which has not been done in the UK for over 45 years, we have invested strongly in training, developing our operational policies and ways of working and we will work closely with stakeholders as we begin to undertake investigations and reviews.

# The Role

This is a broad and challenging role that will have oversight of, and access to, the entire organisation. The TRA Board sets the strategic direction and priorities of the organisation, monitoring its performance against its objectives and holding the Chief Executive and executive team to account. The Board plays a key check and balance role, ensuring that the TRA's independence is maintained. It ensures that the TRA is sufficiently taking into account the views and perspectives of relevant stakeholders where appropriate. The Board is also responsible for ensuring that the TRA fulfils its statutory duties with effective use of public funds. The Board provides assurance of the soundness of TRA's processes.

During their tenure on the Board, it will focus on establishing operational independence, impartiality and expertise to achieve its goals.:

## Responsibilities are to:

- Provide sound advice to the Chair and Chief Executive;
- Prepare for and make an effective contribution to the TRA Board and executive/ NED meetings;
- Attend appropriate meetings such as TRA Boards, strategy day and staff events; be able to dedicate time to specific projects within TRA, and provide valuable input and advice to an executive team;
- Maintain appropriate links to the Department for International Trade as part of effectively discharging the duties and responsibilities of a NED;
- Provide strong and constructive challenge to the executive team to ensure that it delivers the approved strategy, and support the executive team in discharging their leadership responsibilities to the TRA;
- Collectively ensure that decisions made by the Board follow proper procedures and are supported by sufficient high-quality information;
- Ensure high standards of corporate governance and financial management and control are observed at all times.
- Develop and implement the TRA's governance. This will include working with the Chair and CEO to establish the Board once the TRA is formed
- Ensure the TRA is run effectively, in line with best practice for non-departmental public bodies and Managing Public Money requirements

The successful candidates will possess a good appreciation of the role of a Non-Executive Director, and they will understand and be committed to the pivotal role that the Board plays in the effective and efficient delivery of TRA services. They will clearly demonstrate independence of judgement and an ability to communicate with impact to provide constructive support and challenge.

TRA is mindful of the value that diversity brings to the board. The Board is looking to appoint members from different backgrounds who bring the diversity of thinking, experience, skills and competence to enable TRA to fulfil its purpose and achieve its goals, whilst following a policy of ensuring it appoints on merit.

TRA is seeking three to five Non-Executive Directors to join the Board.

# Person Specification

The TRA is a priority new function for Government and as a non-departmental public body, the Board will be critical to the success of the organisation. The board members will need to be both adept at engaging with stakeholders at all levels with a genuine flair for managing complex stakeholder relationships. Successful applicants must be able to demonstrate **all** of the following essential criteria.

## Essential criteria

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- Astute business and commercial awareness and an ability to make complex, evidence-based judgements to meet the needs of Government and UK businesses and to advise on strategy, performance and transformation, operational issues and the effective management of the TRA.
- An engaging and collaborative working style with the ability to adapt to a wide range of (political and non-political) partners.
- An ability to communicate effectively with a wide range of stakeholders, find consensus and drive forward a clear strategic vision across an organisation working in a politically sensitive area.
- The ability to demonstrate an understanding of or experience in issues facing producers, consumers, trade unions, the regions and nations of the UK, and other stakeholders relevant to the work of the TRA.
- An ability to deliver results with vigour and pace, and to demonstrate resilience during periods of uncertainty and high media interest.
- The ability to work as part of a diverse team and take collective responsibility for judgements, similarly, win the trust of those who may have differing or conflicting views.
- A strong commitment to equal opportunities, diversity of skills and experience, and public service values.

## Desired criteria

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- Experience of operating at Board level as an executive or non-executive; in the public or private section (or both).
- Experience of International Trade.

## The Audit and Risk Committee

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The Chair of the Audit and Risk Committee is responsible for ensuring that the Committee provides independent, objective review and assurance to the Board, and fulfil its terms of reference. The Committee also oversees a broad portfolio including reviews of risk management processes, takes reports from internal and external audit; considers governance arrangements; and monitors recommendations for improved controls.

If applying as a non-executive and to be Chair of the Audit and Risk Committee, it is essential that your application also demonstrates:



- A strong background in audit and risk, ideally professionally qualified.
- Familiarity with current approaches to risk management, internal control and corporate governance and experience of dealing with internal and external audits.
- The expertise to analyse complex issues and to think independently, strategically and laterally, including the ability to scan the horizon for future issues and offer constructive challenge to the Chair and Chief Executive when appropriate.

## Security Clearance

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Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only). The successful candidate must hold or be willing to obtain security clearance to Baseline Personnel Security Standard (BPSS) and Counter Terrorist Check (CTC) Level before taking up the post. In due course, once in post, NEDs may be asked to additionally obtain security clearance to Security Check (SC) level.



# Appointment Process

The Appointments Panel will comprise:

- Simon Walker (Chair Designate)
- Amanda Brooks CBE – Director, Controls, Remedies, and WTO, Department for International Trade
- Independent panel member

Applications will be sifted after the closing date. During the search phase and after the longlist meeting, a number of candidates will be selected for first round interviews with Odgers Berndtson. Those who are unsuccessful at this stage will be notified in writing.

A shortlist meeting will then be held at which a list of candidates will be selected for interview in July 2020. Subject to the required approvals and clearances, the successful candidate will be expected to take up the post as soon as notice periods allow. These dates are accurate at the time of writing but are subject to change, and the clearance process for these appointments can take longer than anticipated.

## Assessment

- If you are shortlisted, you will be asked to take part in a series of assessments which may include a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision-making and highlight areas for the panel to explore further at interview.
- As part of the recruitment process, you may have the opportunity to speak with a member of the TRA prior to the final interview to learn more about the role and the organisation. You will be given further details about this after the shortlist meeting. Please note this is not part of the formal assessment process.
- Shortlisted candidates will be asked to attend a panel interview which will involve a more in-depth discussion of their previous experience and professional competence in relation to the criteria set out in the Person Specification.
- Two professional references will be required in advance of the final interviews for shortlisted candidates. Please be assured we will not contact your referees without your permission to do so.

## Conduct and Probity

We must ensure that any individual appointed is committed to the principles and values of public service. The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and are set out in the Code of Conduct for Board Members of Public Bodies most recently updated in July 2019 ([here](#)).

Applicants must disclose on a Political Activity Form any information on personal connections which, if they were appointed, could lead to a conflict of interest or be perceived as such. If it appears from the information provided on the form that a possible conflict might exist, or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The panel will do this at interview stage.



# Recruitment Timetable

The following dates are indicative and may change. Candidates will be advised of the dates as they are confirmed.

ACTIVITY	DATE
Campaign starts/advertisement goes live	Friday 26 <sup>th</sup> June
Campaign closes	Noon on Friday 24 <sup>th</sup> July
Longlist meeting	w/c 3 <sup>rd</sup> August
Preliminary interviews with Odgers Berndtson	w/c 10 <sup>th</sup> August and w/c 17 <sup>th</sup> August
Shortlist meeting	Second half of w/c 24 <sup>th</sup> August
Due diligence/referencing	w/c 31 <sup>st</sup> August to 7 <sup>th</sup> w/c Sept
Informal meetings/fireside chats (TRA)	w/c 31 <sup>st</sup> August
Final panel interviews	w/c 14 <sup>th</sup> September
Ministerial fireside chats and approval	w/c 21 <sup>st</sup> September

# Terms of Appointment

## Appointment Term

- Your appointment as a Non-Executive Board member of TRA will be made by the Secretary of State.
- The appointment will be for an initial term of two to four years – subject to contract.
- It should be noted that this post is a public appointment; Non-Executive Board members are not employees of the Crown, the Department for International Trade, or TRA. Such appointments are not normally subject to the provisions of employment law.
- Appointments may be ended prior to the conclusion of the period of appointment.

## Time Commitment

- Approximately 15-20 days per annum, including at least 6-8 Board meetings per annum in London or Reading.
- The Audit and Risk Committee meets at least 3 times a year with an additional meeting in the April-July period to review and consider the Annual Report and Accounts (ARA) as these are developed. We expect Committee meetings to last a maximum of 4 hours and the Chair can expect to spend at least the equivalent time in preparation for each meeting.

## Remuneration

- £15,000 plus an additional £3,000 per annum should you be invited to chair a sub-committee. The fee is taxable through payroll, but the appointment is not pensionable.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

## Location

- The Non-Executive Director role will be based in Reading (RG1 1AF), with occasional travel to London.

## Availability

- If successful, your start date will be subject to the passage of Trade Bill.

## Confidentiality

- You will be subject to provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.



## Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

## Registrations of Interest

- The purpose of these provisions is to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.
- Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.
- There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Board in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

## Political activity

- Members will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.
- The Political Activity Declaration contained with the supporting documentation will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.



## Diversity Monitoring Form

We are committed to recruiting candidates that reflect the diverse communities we serve. To do this we ask candidates to fill out a diversity monitoring form which you will be asked to complete when applying online. Odgers Berndtson will also be able to send you a personalised link asking you to fill out the monitoring form should you have missed it. The information you provide will help us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates.

Diversity monitoring information will not be seen by the Assessment Panel assessing your application. Please note that the diversity monitoring form will not be shared with the panel.

However, you should note that political activity detailed in this form will be provided separately to the panel and may, if appropriate, be discussed with you during your interview.

## Candidate Declaration Form

It is a requirement of the appointments process that we ask interested application to declare the below activity as part of our due diligence. These comprise:

- Declaration of conflicts of interest or perceived conflicts of interest; previous conduct which could bring the reputation of the Department into disrepute; political activity
- Requests for references

As such, please complete and return the attached Candidate Declaration Form (annex II) as part of your application. Please note that we will also carry out searches of candidates' financial probity, public statements, and publicly available social media profiles.

## Disability Confident Scheme

The Department for International Trade is committed to providing equality of opportunity for all candidates during the selection process, so that appointments are selected from the widest pool of talent available.

We are signed up to the disability confident scheme and as part of that commitment is that we guarantee an interview to any candidate who:

- has disclosed a disability as defined under the Equality Act 2010 (see definition below); and
- meets the essential criteria for the post(s) in question, as set out in the role advertisement.

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

If you wish to apply under the disability confident scheme, please complete the disability confident form (annex III) and return it to [Kyra.Fernandes@odgersberndtson.com](mailto:Kyra.Fernandes@odgersberndtson.com).

## Data Protection

The Department for International Trade takes its obligations under the General Data Protection Regulation (GDPR) 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 also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances 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 uncompleted.

Our data protection policy is in line with the requirements of the GDPR and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address, will be held by the Department for International Trade for a period of at least two years.
- If you submit an application form, the form and any supporting documentation will be retained for at least two years.
- Information held electronically, including your contact details and the monitoring information which you provide, will also be held for at least two years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Gaynor Jeffery at [gaynor.jeffery@trade.gov.uk](mailto:gaynor.jeffery@trade.gov.uk).



# How to Apply

The application deadline is Noon on Friday 24<sup>th</sup> July.

The preferred method of application is online at:  
[www.odgers.com/80142](http://www.odgers.com/80142)

If you are unable to apply online, please email:  
[sarah.sulaiman@odgersberndtson.com](mailto:sarah.sulaiman@odgersberndtson.com)

Any postal applications should be sent direct to Sarah Sulaiman, Odgers Berndtson, 20 Cannon Street, London EC4M 6XD.

## How to apply

- 1 A Statement of Suitability (no longer than two pages) - this should explain how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria highlighted in the Person Specification. Please note that the Statement of Suitability is an important part of your application and is as much the means by which you will be assessed as your CV.
- 2 A CV.
- 3 All candidates are required to complete a diversity monitoring form which you will receive an email prompt to complete during the application process. This will assist the department in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the diversity monitoring form will not be used as part of the selection process and will be treated as strictly confidential.

All candidates are also requested to complete a candidate declaration form. It is a requirement of the appointments process that we ask interested application to declare the below activity as part of our due diligence. These comprise:

- Declaration of conflicts of interest or perceived conflicts of interest; previous conduct which could bring the reputation of the Department into disrepute; political activity
- Requests for references

As such, please complete and return the attached Candidate Declaration Form as part of your application. You should note that any declared political activity, conflict of interest will be provided to the panel and may, if appropriate, be discussed with you during interview. Please note that we will also carry out searches of candidates' financial probity, public statements, and publicly available social media profiles if invited to interview.

**Applications will not be considered complete until the diversity monitoring form and candidate declaration are submitted.**



## Application guidance

### Please ensure your CV includes:

- Your full name, title, contact number and your personal email address.
- Maximum two sides A4, minimum 11 Arial black font, setting out your career history in chronological order, and including the dates you occupied these roles.
- Does not include any information that can identify children or any of your Sensitive Personal Data.

### Guidance on Cover Letter (Statement of Suitability) Format

- The supporting letter is your opportunity to demonstrate to the Advisory Assessment Panel how you can demonstrate the skills and experience outlined above.
- Please provide subheading and separate paragraphs in relation to how you meet each criterion.
- Write all acronyms in full when first used.
- Ensure your full name and the title of the post are clearly noted at the top of your letter.
- The maximum page limit for your letter is two sides A4, minimum 11 Arial black font.
- Does not include any information that can identify children or any of your Sensitive Personal Data.

## Personal data

In line with GDPR, we ask that you do **NOT** send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## Contact details

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance. If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: [xxxx@odgersberndtson.com](mailto:xxxx@odgersberndtson.com) / 020 7529 1008

For a conversation in confidence, please contact:

Rebecca Meredith

[rebecca.meredith@odgersberndtson.com](mailto:rebecca.meredith@odgersberndtson.com)

Simon Havers

[simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com)



# Annex I

## Diversity and Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.

Promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience – and which enables everyone to thrive, fulfil their potential and produce their best work – is core to the long-term success of DIT. The DIT Diversity and Inclusion Action Plan, endorsed by the Executive Committee, sets out what is required from leaders, managers and staff across DIT to help make the department diverse and inclusive, in every aspect of its work and this is one of our core values.

The DIT Diversity and Inclusion Action Plan has been created in collaboration with our employee networks. We recognise their support and contributions are vital to achieving our aims and ensuring we play our part in the Civil Service ambition of being the most inclusive employer in the UK by 2020.

Creating an inclusive and diverse department focuses on supporting the wider ambition of creating a 'Brilliant Civil Service' and becoming the UK's most inclusive employer. In line with this, we are undertaking targeted activities on recruitment, retention and supporting underrepresented groups to achieve their full potential.

As a Disability Confident, Level 3, employer, we positively welcome applications from disabled people. We are committed to making reasonable adjustments wherever possible to ensure that disabled people can participate fully in the recruitment and selection process so please specify these in your application.

We will also consider any reasonable adjustments to enable any applicant with a disability to meet the requirements of the post. These are our legal requirements under the Equality Act 2010.

We offer a guaranteed scheme for all disabled applicants who provide evidence of meeting the essential requirements necessary for the post, as set out in this applicant pack. If you wish to apply under the disability confident scheme, please complete the disability confident form and return it with your application.



# Annex II





Please return this form to [sarah.sulaiman@odgersberndtson.com](mailto:sarah.sulaiman@odgersberndtson.com) quoting TRA NED 80142 in your email subject line.

### Candidate Declaration Form

Due diligence is an important part of the public appointments process. As a Department we need to be confident that potential candidates meet the requirement of the public role they apply for including any potential issue with respect to the [seven principles of public life](#).

Please note that should you declare potential conflicts of interest, political activity and previous conduct this will be provided to the panel. This will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

In addition to the candidate declaration form the Department will undertake due diligence checks on all applicants who are invited to interview. Due diligence checks will include social media and internet searches. Information obtained through these checks will be considered as part of the selection process.

#### **Declaration**

I declare that the information supplied in my application, including that referring to conflicts of interest, political activity and personal conduct, is correct to the best of my knowledge. I have also read the job advert and candidate brief for the Non-Executive Director, Trade Remedies Authority and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Department for International Trade of any changes in circumstances that affect the answers I have given.

Signature:

Date:

If you would prefer to have a confidential discussion on potential conflicts of interest issues, please contact [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com) or [rebecca.meredith@odgersberndtson.com](mailto:rebecca.meredith@odgersberndtson.com).



**SECTION 1 Personal Details**

Role you are applying for:

Title:  
Surname(s):  
Forename(s):

Address for correspondence:

Primary contact number:  
Email address:

**SECTION 2 – Public Appointment post.**

**Other Public Appointments**

Is this your first public appointment?

Yes  No (if yes, please provide further information below)

Role and body	Date of appointment



### SECTION 3- Conflicts Of Interest

If you have any interests that might be relevant to the work of The **Department for International Trade** and which could lead to a real or perceived conflict of interest, should you be appointed, please provide brief details below.

This information may be shared with Cabinet Office in line with Section 9.1 of the Governance Code of Public Appointments 2017. All information provided by applicants will be handled in a manner consistent with GDPR 2018.

Do you consider yourself to have a real or perceived conflict of interest in relation to this role?

No  Yes (if yes please provide details below)

.....

### Section 4: Significant political activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

No  Yes (If yes, please indicate below for which party/parties)

.....



**Section 5: Personal Conduct**

If there is anything relevant to your suitability as a public appointee – for example any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability, please provide brief details below:

No  Yes (*If yes, please provide brief details below*)

.....

**Section 6 References**

Please provide below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements/competencies.

We will only approach your referees if you are invited to interview.

**Referee 1**

Name:

In what capacity and over what period has the individual known you?

Primary contact number:

Email address:

**Referee 2**

Name:

In what capacity and over what period has the individual known you?

Primary contact number:

Email address:

**Section 7 Future Public Appointments Opportunities**

Should you be successful at interview, but not appointed we would like to retain a copy of your CV and contact details so that we can contact you when we advertise new opportunities in future which we feel you may be suited to.

I give my consent for my CV to be kept on record for two years and to be contacted in future regarding Public Appointment vacancies

Yes  No



Please follow the link below if you wish to sign up to the Cabinet Office's regular newsletter or receive email notifications when new appointments are published that match your requirements:

<https://publicappointments.cabinetoffice.gov.uk/register/>



# Annex III





Please return this form to [Kyra.Fernandes@odgersberndtson.com](mailto:Kyra.Fernandes@odgersberndtson.com) quoting TRA NED 80142 in your email subject line.

## Disability Confident Form

If you wish to apply under the disability confident scheme, please complete the disability confident form below and return it with your application.

If you would like to have a chat with us about reasonable adjustments, please contact [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com) or [rebecca.meredith@odgersberndtson.com](mailto:rebecca.meredith@odgersberndtson.com)

### SECTION1 Personal Details

SECTION 1 PERSONAL DETAILS
Role you are applying for:
Title:
Surname(s):
Forename(s):
Email address:

SECTION 2 DISABILITY CONFIDENT SCHEME.
<p>The Department for International Trade is committed to providing equality of opportunity for all candidates during the selection process, so that appointments are selected from the widest pool of talent available. We are signed up to the disability confident scheme and as part of that commitment is that we guarantee an interview to any candidate who:</p> <ul style="list-style-type: none"> <li>• has disclosed a disability as defined under the Equality Act 2010 (see definition below); and</li> <li>• meets the essential criteria for the post(s) in question, as set out in the role advertisement.</li> </ul> <p>The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.</p> <p>If you wish to apply under the disability confident scheme, please complete the disability confident form (attached) and return it with your application.</p> <p><b>All applications will be acknowledged by email after the closing date.</b></p> <ul style="list-style-type: none"> <li>• For further information on the definition of disability under the Equality Act 2020. Please read <a href="https://www.gov.uk/definition-of-disability-under-equality-act-2010">https://www.gov.uk/definition-of-disability-under-equality-act-2010</a></li> <li>• For more information on recording whether you have a disability. Please read <a href="https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/">https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/</a></li> </ul>



I have a disability and would like to apply under the Disability Confident Scheme.

Yes  No  Prefer not to say.

Do you require any reasonable adjustments for this application?

e.g.: alternative format to fill in the application, extra time if presentation is requested as part of the interview, braille notes etc.

Yes  No  Prefer not to say.

If yes, you may choose to provide detail below:

Signature:

Date:



# Annex IV

## Frequently asked questions

1 Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited non-departmental public bodies.

2 Will the role involve travel?

Occasional travel will be required as part of this role

3 Where will the role be based?

London or Reading

4 Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

5 What nationality do I need to hold in order to apply?

To be eligible for employment in this role you must be a national from one of the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth
  - Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are **ineligible** to apply. Further information on whether you are eligible to apply can be found on this [page](#).
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey
- Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

1 Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found at the following [link](#).

2 What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include: allowing extra time during selection tests; ensuring that information is provided in an accessible format; or by providing training.

3 What do I do if I want to make a complaint?



The selection process will be carried out on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found [here](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact the TRA Resourcing Team at [Hr.enquiries@traderemedies.gov.uk](mailto:Hr.enquiries@traderemedies.gov.uk) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission [here](#).

#### 4 What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest please contact Rebecca Meredith on [rebecca.meredith@odgersberndtson.com](mailto:rebecca.meredith@odgersberndtson.com) before submitting your application.

#### 5 Disability confidence scheme

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We are signed up to the disability confidence scheme and as part of that commitment is that we guarantee an interview to any candidate who:

- has disclosed a disability as defined under the Equality Act 2010 (see definition below); and
- meets the essential criteria for the post(s) in question, as set out in the role advertisement.

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

If you wish to apply under the disability confident scheme, please complete the disability confidence form (attached) and return it with your application.

#### 6 Equal Opportunities

We value equality and diversity in employment. We are committed to be an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. You have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.



# Annex V

## Seven Principles of Public Life

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

### Selflessness

Holders of public office should act 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 their friends.

### Integrity

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

### Objectivity

In carrying out public 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 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.





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