

# Civil Nuclear Police Authority, Independent Member

Candidate Pack

Closing date: 6 June 2021



Department for  
Business, Energy  
& Industrial Strategy

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Joshua Sweet at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

28 April, 2021



  
Department for  
Business, Energy  
& Industrial Strategy

# Contents

- 3: The Civil Nuclear Police Authority
- 4: The Role
- 5: Diversity
- 6: Person Specification
- 7: Criteria
- 8: Terms of Appointment
- 9: How to Apply
- 10: Assessment Panel, Process and Timing
- 11: Annex A – Conflicts of Interest and Due Diligence
- 12: Annex B – The Seven Principles of Public Life
- 13: Annex C – Complaints

# The Civil Nuclear Police Authority

The Civil Nuclear Police Authority (CNPA) is a BEIS Non-Departmental Public Body responsible for oversight of the Civil Nuclear Constabulary (CNC) and the employment of police officers and staff.

Based in Culham, Oxfordshire the CNC is the specialist, armed police force responsible for protecting the UK's 10 licenced nuclear facilities, and civil nuclear material in transit in the UK and internationally. The constabulary employs over 1,500 police officers and police support staff and plays an important role in supporting the UK's wider response to national emergencies. The CNC's gross budget for 2020/21 is over £100 million, funded primarily through income from nuclear operators.

As a national infrastructure policing force, the CNC carries out an important and unique task, which becomes ever more challenging as global terrorism threats change and new ones emerge. In March 2021, the CNC published its three-year strategy reflecting its journey of change towards managing this evolving threat environment, as well as other changes within the UK civil nuclear sector.

The CNPA oversees the CNC and must ensure that their policing meets the needs of our nuclear operating companies. In close collaboration with BEIS, the CNPA has a critical role to play in leading and supporting the CNC in the delivery of its strategy and changing function.

The Authority's members are appointed by the Secretary of State and are independent of the CNC's management.

# Civil Nuclear Police Authority Members

The Police Authority comprises of the Chair, four representatives from the nuclear industry and three independent members. The Police Authority discharges its day-to-day functions through the CNPA Authority meetings and matters delegated to three standing committees chaired by non-Executives – the Audit, Risk and Finance Committee (ARFC), the Senior Appointments Committee (SAC) and the People Committee (PC).

The Police Authority members are responsible for:

- Maintaining an efficient and effective CNC and determining its policing objectives.
- Appointing members of the Executive Team and employing members of the CNC.
- Accounting for the CNC's operational and managerial performance to the Secretary of State and to the public.
- Setting the strategy, policy, resource and performance management framework for the CNC.
- Monitoring the CNC's overall performance against the agreed strategies and agreeing remedial action if needed.
- Supporting and advising the CEO/Chief Constable in the exercise of his functions

Further information about the work of the CNPA can be found at: <https://www.gov.uk/government/organisations/civil-nuclear-police-authority>

# Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

**Arrangements for candidates with a disability:** As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

**Adjustments:** All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact the campaign manager at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk). You can also include any reasonable adjustments in the Diversity Monitoring form.

# Person Specification

The new independent member will assist the CNPA Chair in providing effective strategic leadership and oversight of the CNC: supporting and positively challenging its executives, delivering effective and efficient services, maximising its operational worth and providing value for money. Whilst not necessarily coming from a security or nuclear background, the independent Member should understand the context and environment in which the CNPA operates, display sound judgement, and make an effective contribution to Authority decision-making.

We are seeking candidates with the right skills, experience and abilities to complement those of our existing Board members, who can draw on a background in human resources (and/or employment legislation) and change management; but who can also provide challenge, perspective and guidance on a range of complex issues relevant to the CNPA's work. We want to ensure that the CNC's key driver of value – its people – is prioritised at board level.

Independent Members are expected to attend and take full part in CNPA Board meetings and to provide leadership to specific Committees to ensure their effectiveness in all aspects of governance, process and assurance, as required. Further activities may be undertaken on an ad-hoc basis, including the opportunity to mentor a member of the executive. The independent Member must comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.

# Essential criteria

The successful candidate will be able to demonstrate:

- (i) Experience of working at a senior level, leading organisational change and setting strategic direction.
- (ii) Change management expertise and experience of working in Human Resourcing strategy and/or employment legislation.
- (iii) Substantial experience of organisational governance including planning, financial management, strategy and performance.
- (iv) The ability to scrutinise, challenge and monitor performance against targets and to ensure that resources are used efficiently.
- (v) Excellent communication skills, with the ability to build highly effective professional relationships with a range of stakeholders including the Chairman, executive and non-Executive members.
- (vi) Sound judgement and analytical capabilities, with experience of scrutinising and evaluating complex proposals, addressing risk, and taking evidence-based and objective decisions.

# Desirable criteria

We are particularly keen to receive applications from people with:

- (i) Previous experience of operating as a non-Executive Director or at Board Level.
- (ii) Experience of working with or within Whitehall and Central Government.
- (iii) People management skills, including experience mentoring senior team members.

Please note that candidates who have worked in the nuclear sector in the six months prior to joining the CNPA Board may present a conflict of interest which will need to be explored at interview.

# Terms of Appointment

- **Appointment Term:** An initial period of three years.
- **Remuneration:** £17,500 for a time commitment of 35 days per annum.
- **Location:** Meetings take place once a month by conference call (subject to change).
- **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not an employee of the Department, or the Civil Nuclear Police Authority.
- **Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 6 June 2021** in order for your application to be considered complete. Applications which are incomplete or received after this date will **not** be considered.

## Part one: CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria.
- Send to Joshua Sweet at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with ‘CNPA, Independent Member’ in the subject heading.

## Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete a diversity monitoring and conflict of interest form [via the following link](#).

# Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel are:

- Helen Shirley-Quirk – Panel Chair and BEIS Representative – Director, Civil Nuclear and Resilience
- Vic Emery OBE – Representative of Organisation: Chair of Civil Nuclear Police Authority
- Amerdeep Somal – Independent Panel Member

The timelines for this campaign is indicative and subject to change. Please [check the advert here](#) for any updates.

Advert Closes	6 June 2021
Panel Sift	w/c 14 June 2021
Panel Interview	w/c 29 June 2021
Meeting with Ministers	July 2021
Candidates notified of the outcome	July 2021
Appointment confirmed	August 2021

# Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact the BEIS Appointments, Diversity and Talent Team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk).

# Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

# Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk). A member of our team will make every effort to address these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the [Governance Code on Public Appointments](#). The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments.

You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) or by post, as follows:

The Commissioner for Public Appointments  
Room G/8, 1 Horse Guards Road  
London, SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk).