

British Hallmarking Council, Members, (URN389)

Candidate Pack

Closing date: 29 August 2021



If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Methun Mandhra at publicappointments@beis.gov.uk

23 July, 2021



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Ministerial Foreword



Dear Candidate,

Thank you for your interest in the role of member of the British Hallmarking Council (BHC). You may already have some idea about the important work of the BHC and this candidate pack will tell you more about the purpose and the nature of the role.

The BHC and the Assay Offices perform a vital role in ensuring the integrity of precious metal articles, giving the buyer and any subsequent owner a warranty that the item is what it purports to be. The BHC's role in regulating hallmarking in turn gives the assurance that the consumer and the industry requires to ensure a level playing field in an increasingly competitive market. Ensuring the industry is protected in the developing global market has been the focus of recent activity by the council.

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

We welcome applications from individuals of all backgrounds, including those from under-represented groups.

Rt Hon Kwasi Kwarteng,
Secretary of State for Business, Energy and Industrial Strategy

The British Hallmarking Council

The British Hallmarking Council (BHC) is a regulator responsible for supervising hallmarking in the United Kingdom. It is an executive non-departmental public body of the Department for Business, Energy and Industrial Strategy (BEIS). The BHC was established under the Hallmarking Act 1973 to protect consumers, including businesses acting as consumers. It ensures that there are adequate facilities for hallmarking in the UK and advises the Secretary of State for BEIS on hallmarking matters and hallmarking legislation. The BHC supervises the hallmarking activities of the four UK assay offices (London, Birmingham, Sheffield and Edinburgh) and the UK's hallmarking system, guaranteeing the purity of precious metals to protect the consumer and the trade.

Further information about The British Hallmarking Council can be found [here](#).

The Roles

The Secretary of State is seeking to appoint three new members to the British Hallmarking Council. One with a background in the trade of precious metals, one with a consumer protection background and one independent. They will each serve for a term of three years.

Council members contribute by monitoring and supporting the work of the UK Assay offices and their sub-Offices, including on compliance with the Hallmarking Act. Members participate in BHC related awareness raising activities and promote good relationships with and between the Assay Offices, the trade, the consumer and government in the market of precious metal articles.

We are committed to growing 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.

Individual Council members would be expected to attend meetings up to three times per year, requiring a minimum of one day's preparation per meeting. Members may also be asked to work on Council sub-committees as the need arises.

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.

Person Specification

- Key responsibilities of the members will be:
- Monitoring the working of the UK Assay offices, and their sub-offices (including offshore sub-Offices).
- Providing contributions to the Chair who advises the Secretary of State on UK's hallmarking matters and legislation.
- Supporting the Assay offices and Trading Standards Department in monitoring compliance with, and enforcement of, the Hallmarking Act.
- Participating in BHC related awareness raising activities.
- Promoting good relationships with and between the Assay Offices, the trade, the consumer and government in the market of precious metal articles.

Criteria

For all roles, you must demonstrate the following **essential criteria**:

- An understanding of regulatory delivery and awareness of the Regulators' Code and the ability to contribute to shaping regulatory strategy and policy.
- An ability to maintain high standards in quality assurance or accreditation.
- The ability to build productive working relationships with a variety of stakeholders and partners across a range of levels.
- Ability to communicate complex technical ideas.

Additional essential criteria

Additionally, applicants for the Consumer Protection and Trade Member roles are required by law to be 'suitably qualified' in their field. Candidates applying for either of these roles must demonstrate the following **additional essential criteria**:

Consumer Protection

- Knowledge and experience of working at a senior level in the field of consumer protection.

Trade

- Knowledge and experience of working at senior level in the organisation or activities involved in the trading or manufacture of articles of precious metals (such as jewellery and antiques).

Desirable Criteria for all roles

- Experience or a clear understanding of working as a non-executive.

Terms of Appointment

- **Appointment Term:** An initial period of 3 years. Re-appointment
- **Remuneration: Reimbursed Travel and Subsistence.** Remuneration and expenses are taxable. Can't be paid twice from the public purse. If already paid by someone else for their full time / more than 5 days a week – need to be released, can't use holiday or days off.
- **Time Commitment: 4 - 5** days per year.
- **Location:** The Council normally meets in Assay Offices' premises by rotation (Birmingham, Edinburgh, London, Sheffield). Meetings currently take place 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 be an employee of the Department or the British Hallmarking Council.
- **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 SC level).

How to Apply

Your application is submitted in two parts.

Both parts must be submitted **by 23:00 on 25th July 2021** in order for your application to be considered complete. Applications 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 es
- Save the document as 'Surname, First initial – URN389 – British Hallmarking Council '.
- Send to publicappointments@beis.gov.uk with URN389 – British Hallmarking Council in the subject heading.

Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete this [form](#).

Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel are:

The timelines for this campaign is indicative and subject to change. Please check the advert for any updates.

Advert Closes	29 th August 2021
Panel Sift	13 th September 2021
Panel Interview	11 th October/ 18 th October 2021
Meeting with Ministers	November 2021
Candidates notified of the outcome	End of November 2021
Appointment confirmed	December 2021

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.

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](#).

Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the BEIS Public Appointments team (publicappointments@beis.gov.uk) who will make every effort to deal with 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 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.

Privacy policy – for our privacy policy, please refer to the BEIS Privacy Notice document attached to the advert for this role.