

# The Competition Service, Non-Executive Member

Candidate Pack

Closing date: 12<sup>th</sup> September 2021



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

5 August, 2021



  
Department for  
Business, Energy  
& Industrial Strategy

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# Ministerial Foreword



Dear Candidate,

Thank you for your interest in the role of Non-Executive Director of the Competition Service.

The Competition Service is an executive non-Departmental Public Body of the Department for Business, Energy and Industrial Strategy, with the purpose of providing funding and administrative support for the Competition Appeal Tribunal.

The Competition Service Board is responsible for establishing the overall strategic direction of the Competition Service, within its resource framework agreed with the Secretary of State, and for ensuring that high standards of corporate governance are observed at all times. It is responsible for ensuring the efficient discharge of the Competition Service's statutory functions

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.

**Minister Scully,  
Minister for Small Business, Consumers and Labour Markets**

For queries about your application or the recruitment process, please email the BEIS Appointments Team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)



# The Competition Service

The Competition Service (CS) is an executive non-Departmental Public Body of the Department for Business, Energy and Industrial Strategy (BEIS), which was established to provide administrative and financial support and services to the Competition Appeal Tribunal (CAT).

The CAT is a specialist judicial body with cross-disciplinary expertise in law, economics, business and accountancy. Its statutory function is to hear and decide appeals of decisions taken by the Competition and Market Authority and economic regulators concerning infringement of UK and EU competition law. Its jurisdiction extends to the whole of the United Kingdom.

The Competition Service consists of the following members:

1. The President of the CAT;
2. The Registrar of the CAT; and
3. One or more appointed members, (i.e. Non-Executive members). Further information about The Competition Service can be found here: <https://www.gov.uk/government/organisations/competition-service>

# The Role

The Competition Service Board is responsible for establishing the overall strategic direction of the Competition Service, within its resource framework agreed with the Secretary of State, and for ensuring that high standards of corporate governance are observed at all times. It is responsible for ensuring the efficient discharge of the Competition Service's statutory functions to fund and support the CAT.

Membership of the Competition Service consists of the President of the CAT, the Registrar of the CAT, and one or more appointed Non-Executive members. The membership elects its own chair. The member being appointed in this recruitment will be required to chair the Competition Service's Audit and Risk Assurance Committee but will have no involvement with the judicial decisions of the CAT.

# 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).



# Person Specification

The appointee will have a proven background in business, Finance, Human Resources or Law, with experience at senior management level of handling corporate governance issues. Previous experience at Board level would be helpful but is not essential.

# Criteria

**Please tailor your application to demonstrate the criteria of the role and should try to use specific examples where possible.**

## Essential criteria

- The ability and temperament to work with a diverse range of professionals, in an open, inclusive and collaborative environment.
- Strong communication, influencing and interpersonal skills; in particular the ability to communicate effectively with senior professionals.
- Excellent analytical skills, judgement and sound decision-making
- A high level of strategic ability and a breadth of vision - in particular the ability to contribute to the formation and revision of strategic plans.

## Desirable criteria

- Experience at senior management level in handling finance; an understanding of the Management of Public Money and/or a Chartered Institute of Public Finance and Accountancy (CIPFA) qualification are desirable;
- An ability to appreciate the sensitivities flowing from the judicial context in which the CS carries out its corporate functions and a commitment to an effective UK competition regime.

# Terms of Appointment

- **Appointment Term:** An initial period of 4 years.
- **Remuneration:** £400 per day plus reasonable travel expenses.
- **Time Commitment:** 12 days per year.
- **Location:** London. Meetings take place on average 4 times a year.
- **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy.
- **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 basic level).

# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 12/09/21** 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 – URN 448 – Competition Service.
- Send to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with URN 448 – Competition Service 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:

- **Panel Chair and Deputy Director for Consumer and Competition Policy at BEIS:** Alesha De Freitas.
- **Registrar of the Competition Appeal Tribunal:** Charles Dhanowa
- **Independent Panel Member:** Lord Syed Kamall

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

Advert Closes	12 <sup>th</sup> September
Panel Sift	W/C 27 <sup>th</sup> September (subject to change)
Panel Interview	W/C 25 <sup>th</sup> October
Candidates notified of the outcome	November
Appointment confirmed	ASAP

# 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 the Public Appointments Team ([publicappointments@beis.gov.uk](mailto: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](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).