

# Department for Business, Energy and Industrial Strategy

## Non-Executive Board Member (Climate)

Candidate Pack

Closing date: 21 December 2021

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact Dionne Mason, Head of Governance at BEIS at [dionne.mason@beis.gov.uk](mailto:dionne.mason@beis.gov.uk)

10 December, 2021



## Contents

- 03: About the Department (1)
- 04: About the Department (2)
- 05: About the role
- 06: Diversity, Disability Confident, and reasonable adjustments
- 07: Assessment criteria
- 08: Terms of appointment
- 09: How to apply
- 10: Assessment panel, process and timing
- 13: Conflicts of interest and due diligence
- 14: The Seven Principles of Public Life
- 15: Complaints procedure and privacy policy

## About the Department (1)

The Department for Business, Energy and Industrial Strategy (BEIS) has one of the widest remits in Government: our priorities reach far and wide across the country and into the lives of many. We are playing a leading role in delivering the core tenets of the Prime Minister's agenda: Levelling Up our regions and nations, delivering Net Zero, and making the UK a Science Superpower. We are here to back business and unleash innovation in the varied and exciting sectors that the UK has to offer, making sure the economy grows strongly in all parts of the country whilst ensuring that the UK has secure energy supplies that are reliable, affordable and clean.

As a Department, we draw on the best available evidence to develop policy solutions from encouraging investment in innovative companies, to reducing energy bills for households, to promoting competitive markets and consumer interests and reducing carbon emissions. We create the conditions for companies and consumers to flourish in a green, open, productive economy - which is vital for the future success of our country. In addition to this, BEIS has been taking the lead in a number of key areas regarding the UK's exit from the EU, including supporting the negotiations and engaging with business.

Through our network of 43 partner organisations, we deliver services to thousands of businesses, and customers every day – delivering weather reports by the Met Office, registering new businesses at Companies House and protecting intellectual property at the Intellectual Property Office. The UK Atomic Energy Agency (UKAEA) carries out leading edge fusion research, and the Coal Authority and Nuclear Decommissioning Authority (NDA) restore and protect our environment.

BEIS employs over 4,000 people. The Government has committed to moving 22,000 roles out of London by 2025 to support our ambition to levelling up and strengthen the Union. BEIS is playing its part by establishing new roles and moving existing roles so that, by 2025, 1350 roles will be located outside London. As well as our headquarters in London and office in Aberdeen, the BEIS workforce is to be grown in Salford, Birmingham, Cardiff and Darlington and expanded to new locations in Belfast and Edinburgh, with an ambition to build a presence in Preston in the longer term.

## About the Department (2)

Our employees have the chance to work on some exciting, generation-defining challenges including driverless cars, renewable energy, smart cities, and more recently, supporting the response to the Covid-19 pandemic through the Vaccines Taskforce and supporting and engaging with business.

Achieving Net Zero is a core priority for BEIS and the Government with key deliverables being:

- Driving the UK's transition to a green economy - boosting growth and employment through becoming a world-leader in clean technologies, infrastructure and energy;
- Achieving net zero greenhouse gas emissions and ending our contribution to global warming by 2050;
- Hosting a successful COP26 climate summit that accelerates urgent climate action to protect our planet.

## About the role

The BEIS Board sets the vision for the Department and guides its overarching policy. Board Members provide advice and challenge, based on business acumen and experience, to the Secretary of State and the Department's executive team. The Board's remit is set out in the Code of Good Practice for Corporate Governance in Central Government.

We are looking for a fifth Non-Executive Member to join the Board who can challenge conventional approaches to policy development, inspire innovative thinking and push BEIS to continuously improve.

In particular, we are looking for this appointment to have a dedicated focus on Energy and Climate Change. They will provide advice and challenge to the Department on its critical and diverse responsibilities for: reducing carbon emissions in homes and buildings, industry, and power; delivering the UK's overall commitment to net zero emissions by 2050; and developing a long-term international climate change strategy to guide UK action over the next decade and cement the UK's COP26 legacy. We expect the successful candidate to bring a

whole system perspective - advising and challenging the department on how its activities interact with the diverse considerations within climate policy, across the whole economy and globally.

Given the Department's cross-government responsibilities for achieving net zero, the new Non-Executive Board Member will also liaise with their equivalents in other government departments to identify collective opportunities for delivering the Government's domestic and international climate goals

## Diversity, Disability Confident, and reasonable adjustments

The Department for Business, Energy and Industrial Strategy 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.

Applications are welcome from all, but we particularly encourage applications from women, people from an ethnic minority, people with disabilities and other underrepresented groups. The role is only available to UK nationals due to the level of security clearance required.

BEIS offers professional training courses on public sector finance and governance for those new to the public sector. BEIS works with Government Departments to ensure they have the capacity to attract the widest field of candidates and to make the best possible appointments. All applicants are asked to complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure Departments are recruiting from the widest possible pool.

**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 Dionne Mason, Head of Governance at BEIS at [dionne.mason@beis.gov.uk](mailto:dionne.mason@beis.gov.uk)

# Assessment criteria

## Essential criteria

- Experience of operating at Board or senior level in the public or private sector.
- Understanding of and enthusiasm for the UK's transition to net zero.
- Ability to analyse complex information to identify key issues/implications, make balanced judgments and effective decisions.
- Strong analytical skills, with the ability to communicate complex issues clearly.
- An appreciation of the political context in which we work.
- The ability to work well as part of a diverse team and take collective responsibility for decisions, as well as building and maintaining successful relationships with a wide range of stakeholders.
- An understanding of the key challenges faced by the public

sector in the transition to net zero and the ability to bring their experience to bear on these challenges.

- Sound judgement and a commitment to the [Seven Principles of Public Life](#).

## Desirable criteria

- Experience working in the energy sector.

## Terms of appointment

**Appointment term:** Successful candidates will be appointed for a three-year term, with the possibility of extension for a further three years.

**Location:** Anywhere in the UK with travel to the BEIS London office.

**Remuneration and time commitment:** Remuneration of £15,000 per annum for around 30 days' work per year. As well as attending Board meetings, the Non-Executive Board Members will be called upon to advise on specific issues within the Department or its Partner Organisations.

**Member liability:** The Department will provide that where a Board member has acted honestly, reasonably, in good faith and without negligence, they will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Board functions.

**Standards in public life:** Candidates must confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' drawn up by the Committee on Standards in Public Life.

**Security clearance:** By applying, candidates are confirming that they are willing to satisfy the Baseline Personnel Security Standard (BPSS) and the higher 'Security Check'. BPSS is a number of pre-employment checks that must be satisfactorily completed before employment, and before moving to a 'Security Check'.

## How to apply

**The closing date for applications is 12 noon on 21 December 2021. Late or incomplete applications will not be accepted.**

To apply, please:

- Complete the online application form by clicking [here](#).
- Submit your cover letter and CV to [governanceappointments@beis.gov.uk](mailto:governanceappointments@beis.gov.uk)

Please ensure that you include “APPLICATION FOR DEPARTMENTAL BOARD” in the subject box.

Alternatively, if you would like this form in a Microsoft Word document or physical copy, you can request this via the appointments team at [governanceappointments@beis.gov.uk](mailto:governanceappointments@beis.gov.uk)

Applicant packs can be provided in other formats upon request.

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 for the role.

## Assessment panel, process and timing

### The members of the Advisory Assessment Panel will be:

- The Secretary of State – The Rt Hon Kwasi Kwarteng MP
- The Permanent Secretary – Sarah Munby
- The Lead Non-Executive Board Member – Ann Cairns

The timeline for this campaign is indicative and subject to change. Please check the advert for any updates.	
Advert closes	21 December 2021
Panel sift	January 2022
Interviews <i>Due to Covid-19 successful candidates might be asked to attend a virtual interview using Microsoft Teams. Further information on the format of the interview will be provided once interviews have been booked.</i>	Late January 2022
Announcement/candidate in post	February 2022

## 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 Department should be declared. Any conflict will not prevent you going forward to interview but may be explored with you during the selection process.

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 Dionne Mason, Head of Governance at BEIS at [dionne.mason@beis.gov.uk](mailto:dionne.mason@beis.gov.uk)

# The Seven 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. Applicants will be assessed on merit, and all candidates 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 act solely in terms of the public interest.

**Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Holders of public office should be truthful.

**Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

# Complaints procedure and privacy policy

## Complaints

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to the Governance Deputy Director at BEIS:

[ian.gregory@beis.gov.uk](mailto:ian.gregory@beis.gov.uk)

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

## Privacy Policy

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