



Department
for Education

Board Member - Construction Industry Training Board

Candidate Information Pack

Closing date: **10 March 2022, 11pm**



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Introduction

Are you passionate about the importance of the British construction industry attracting and supporting the development of people to construct a better Britain? That's our mission and there has never been a more important time to focus on the skills we need for the future.

CITB, the Construction Industry Training Board, plays an integral role in this both in terms of support for employers' current skills needs so they can build Britain's homes and infrastructure and also in helping to solve big skills challenges like the drive towards Net Zero carbon emissions.

Would you be interested in joining the CITB Board and being responsible for the CITB's strategic direction, monitoring business performance and getting best value for the employers who pay for what we do?

Peter Lauener, our CITB Chair says, "We know how committed the Industry is to training, and with my fellow Board members we work with industry leaders, together with Tim Balcon and his committed Executive team at CITB to make construction an exemplar for skills development. These are exciting times for construction, and this is a great opportunity for new Board members to join us."

<https://www.citb.co.uk/>



Your Work

The construction sector is leading the way in helping the UK economy bounce back from the pandemic.

As a Charity and Non-Departmental Public Body, CITB has supported the construction sector for over 50 years, helping to keep workers safe on site, supporting high quality training and giving young people a start in their career. CITB raises funds through an employer levy, and works closely with employers and the Government to ensure national construction skills needs across Great Britain are met.

The Role of a CITB Trustee

As a CITB trustee, you will have the opportunity to contribute to the work of CITB within a supportive team environment and be asked to:

- ensure that CITB pursues its objectives for the benefit of the construction industry
- work with fellow trustees to shape, drive and monitor CITB's strategy
- prepare for and participate fully in Board meetings
- act reasonably in decision making and in the leadership of CITB
- ensure the proper management and administration of CITB as a charity
- bring specific skills, knowledge and experience to deliver sound decisions
- promote the work of CITB externally
- participate in Board committees
- manage risks with a considered, proportionate and balanced approach
- support the CITB's Chair and CEO
- monitor CITB's compliance with legislation, its Framework Agreement with Government, charity law and any other relevant legislation or regulations.

The Board Trustee role is a voluntary position but offers candidates senior level public body experience, personal development and opportunities for engagement with senior stakeholders across the industry and government. You will be a key part of the Board for a multimillion-pound charity covering a broad remit of business.

Who We're Looking For

Applicants will be assessed against the essential criteria set out below. In your application **you should demonstrate clearly how you meet each of the requirements of the post.**

CITB seeks to appoint up to five new Board Trustees who will provide the Board with a range of professional expertise and/or direct knowledge and involvement within the construction industry at a senior level. Individuals employed by non-levy paying organisations are not precluded from applying but individuals should have direct knowledge and involvement within the construction industry at a senior level. CITB would particularly welcome and encourage applications from individuals with expertise and knowledge in **Finance** and/or individuals who are engaged at a senior level with the construction industry in **Wales**.

Throughout the application and interview stage, all candidates will need to demonstrate how they meet all the following essential criteria:

- strong skills, experience or knowledge in either:
 - finance/accountancy; or
 - the construction industry;
- demonstrate a strong and visible commitment to CITB and its role in helping the industry train and develop the skilled workforce it needs;
- an ability to think strategically, analytically and to address complex challenges;
- an ability to challenge, influence and produce sound, independent judgement to ensure the organisation delivers effectively;
- an ability to act as an ambassador for CITB, foster co-operative working between trustees and stakeholders and promote the work of CITB; and
- an ability to act in the best interests of the Construction Industry as a whole and make decisions independent of any affiliation to their own business or sector interests.

Desirable criteria:

- experience of working for a levy-registered construction employer; or
- skills, experience or knowledge of issues facing the construction sector in Wales;
or
- Skills in Human Resources; or
- Skills in the IT/Digital Environment; or
- Skills in communications; or
- Skills in Further Education and training; or
- Skills in funding; or
- Skills in governance.

Board Diversity

The Department is focused on equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. We particularly encourage applicants from underrepresented groups, those based outside London and the South East and applicants who have achieved success through non-traditional educational routes.

The Department for Education has a strong culture of inclusion and diversity and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. In 2018 we launched a five year strategy to create a department where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. We are recognised by leading diversity organisations for promoting diversity in the workplace.

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one which a genuinely diverse range of views can be expressed, without fear or favour.

CHAMPIONING SOCIAL MOBILITY

The Department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in arm's length bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

DISABILITY CONFIDENT

We are a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme. We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only in order to ensure departments are recruiting from the widest possible pool. The information you provide is held by the Public Appointments team and not shared with the selection panel.



How to Apply

The closing date for applications is **Thursday 10 March 2022 at 11pm.**

Information on the timetable for this campaign, selection process and the Advisory Assessment Panel can be found on the Centre for Public Appointments website: <https://publicappointments.cabinetoffice.gov.uk/>

Please submit the following documents by email to: PublicAppointments.APPLICATIONS@education.gov.uk

- A covering letter not exceeding two sides of A4 paper. (Arial size 12). (The covering letter should demonstrate how your skills meet the essential and desirable criteria. You may also specify which role it is your applying for; finance or industry).
- A CV.
- Candidate application form.
- Diversity form.

Please include the vacancy title in the subject box and submit each application document as a separate attachment.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you would like to have a chat with us about reasonable adjustments please contact us at: PublicAppointments.APPLICATIONS@education.gov.uk

Please note the following:

- **we cannot accept applications submitted after the closing date;**
- **applications will be assessed solely on the documentation provided; please refer to the advert and checklist above to ensure you have provided everything requested;**
- **applications will be acknowledged upon receipt;**
- **feedback cannot be given at application stage; it will only be given to candidates unsuccessful following interview.**

Terms of appointment

Location

Various.

Time requirement

Average 16 hours per month.

Term

4 years.

Remuneration

Not applicable. The roles are unremunerated.

Expenses

Reasonable expenses properly and necessarily incurred in respect of your appointment will be reimbursed by CITB in line with CITB's expenses policy.

Pension

The post is not pensionable.

Conduct and standards in public life

Members are expected to demonstrate high standards of corporate and personal conduct and are required to adhere to the code of conduct for board members and demonstrate a sound understanding of and commitment to the principles of public life, both of which can be found here: <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>,
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

Complaints

Please contact the Department for Education's Public Appointments Team if you would like to make a complaint regarding your application at:

PublicAppointments.DFE@education.gov.uk

We will acknowledge your complaint upon receipt and respond within 15 working days.

If you are not content with our response, please contact the Commissioner for Public Appointments at:

publicappointments@csc.gov.uk

Further information on complaints can be found on the Commissioner for Public Appointments' website:

<https://publicappointmentscommissioner.independent.gov.uk/>



THE COMMISSIONER
FOR PUBLIC APPOINTMENTS