

Cabinet Office Non Executive Board Members

The Cabinet Office is seeking to appoint new Non-Executive Board Members, including potentially a departmental Lead Non-Executive and at least one member to sit on the department's Audit and Risk Committee.

As Non-Executive Board Members, the successful candidates will provide external advice and expertise, which informs the department's decision-making process. At present the department's work is inevitably primarily focussed on the Government's response to the Coronavirus crisis, but candidates will be sought who can commit to a three year term.

The Cabinet Office supports the Prime Minister and ensures the effective running of government. Cabinet Office and Number 10, alongside HM Treasury, form the government's corporate centre, coordinating policy, promoting efficiency and supporting effective delivery.

Beyond the response to Coronavirus, the Cabinet Office has three broad priorities:

- Ensuring the UK is prepared for the end of the Implementation Period
- Maintaining the integrity of the Union
- Improving the efficiency of the Public Sector

The members will work closely with the department's Ministers, other Non-Executive Board Members, the Permanent Secretary, senior executives and their offices to improve the performance of the department.

They will:

- Sit on the departmental Board, chaired by the Chancellor of the Duchy of Lancaster, and other Board sub-committees as required by the Chair
- Advise on all aspects of departmental policy, strategy, commercial and financial management, people resourcing, delivery and risk, performance management, and its delivery portfolio;
- Undertake (or assist on) specific project work by agreement with ministers to assess and enhance the Department's performance;
- Bring external experience and expertise to the role and be able to challenge the board, ministers and officials, providing an important scrutiny function for the Department;
- Have the professional credibility and authority to challenge and hold to account Cabinet Office leaders;
- Ensure that the departmental Lead Non-Executive Board Member is made aware of any concerns.

The Lead Non-Executive will additionally:

- Support the Chancellor of the Duchy of Lancaster in his role as Chair of the Board and take on some tasks normally fulfilled by the Chair outside of meetings
- Meet regularly with other Non-Executive board members to ensure their views are understood and that the Chancellor of the Duchy of Lancaster is made aware of any concerns



- Meet regularly with the Cabinet Office Permanent Secretary
- Regularly liaise with other departmental Lead Non-Executives and the Government Lead Non-Executive on behalf of the department's Non-Executives
- Lead a regular review of the Board's effectiveness
- Chair the department's Nomination Committee

For more information on departmental boards and government non-executive board members please see [Government non-executives](#)

Applicants are asked to submit a CV, the diversity monitoring form, and brief covering letter by midday Monday 13 April to governance@cabinetoffice.gov.uk. Please email governance@cabinetoffice.gov.uk for the diversity monitoring form.

Person specification

The Cabinet Office welcomes applications from candidates from all backgrounds. Successful candidates will have a track record of work in government, the wider public sector, business, the voluntary sector or trade union movements. He or she should demonstrate the following:

- Experience at board level in executive or non-executive leadership roles in the private, public or third sector;
- Record of working with Ministers, senior officials or other relevant public sector stakeholders;
- Particular knowledge or experience is sought in one or more of the following areas:
 - communications (and in particular digital communications);
 - the charitable sector or grassroot organisations;
 - Government efficiency programmes and/or public sector reform;
 - trade union issues and Government industrial relations;
 - Workforce issues (terms and conditions, pensions, compensation schemes) and diversity;
 - small business and SME issues;
 - digital service delivery and digital transformation;
 - leading major projects;
 - issues relating to the UK's preparation for the end of the transitional period;
 - the Union, devolution policy or constitutional and electoral law.
- An understanding of the key issues faced by the civil service and/or public sector and an ability to influence and shape these challenges;
- The ability to challenge received wisdom, by scrutinising advice and decision making, is the single most important attribute for any candidate;
- Sound judgement, integrity (including when dealing with confidential or sensitive issues), and a commitment to [The 7 principles of public life](#);
- For candidates seeking membership of the Audit and Risk Committee, experience of managing finance, risk, and performance is required; a relevant accountancy qualification, ideally from the ICAEW or otherwise a CCAB member, is highly desirable.

Time requirements

A minimum of 15-20 days per annum, including at least four departmental board meetings; however, a greater commitment is welcomed.

The appointment will be a 3 year contract.

The role can be remunerated at £15,000 per annum (£20,000 for the Lead Non-Executive).

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of the Cabinet Office, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your covering letter.

All successful candidates will be required to declare any interests on appointment and they will be entered on a register which is available to the public.

Security clearance

The successful candidates will be required to have or to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Monitoring form

You will be required to complete a monitoring form as part of the application. Diversity monitoring information will not be seen by the panel assessing your application.

Political activity is no bar to appointment. Information on political activity is primarily sought for monitoring purposes only, however this information will be shared with the selection panel. The reason for this is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking.

Please note that any political activity declared by successful candidates will be published in accordance with the Governance Code on Public Appointments.