

**Innovate UK Council**

**Recruitment of Council Members**

**Application Pack**

**October 2017**

<b>Closing date for all applications is:</b>	<b>13 November 2017 by 12:00pm – mid-day (GMT)</b>
<b>Interviews will take place:</b>	<b>December 2017- January 2018 (precise dates to be determined)</b>
<b>Date of commencement of appointment:</b>	<b>01 April 2018</b>

UK Research  
and Innovation

**Innovate UK**

# RECRUITMENT PACK FOR COUNCIL MEMBER APPOINTMENTS INNOVATE UK COUNCIL

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## INTRODUCTION

The [Higher Education and Research Act](#) (2017) establishes a new body, UK Research and Innovation. UK Research and Innovation will lead in the development and delivery of a research and innovation strategy which maximises the advancement of knowledge and economic and societal impact based on more and better evidence and data. It will ensure that our research and innovation system is sufficiently strategic and agile to deliver national UK capability that drives discovery and economic growth or benefit, whilst maintaining the key characteristics of the current system that have underpinned the UK's success.

The Higher Education & Research Act 2017 requires that the UK Research and Innovation (UKRI) will establish nine Councils, with their own fields of activity, each led by an Executive Chair. Eight of these councils will take on the role of the current seven research councils and Innovate UK and will operate across the whole of the UK. The remaining Council, Research England, will take on the research and knowledge exchange functions of the Higher Education Funding Council for England (HEFCE) and operate in England. This application pack covers appointments to the seven research councils and Innovate UK only. Each Executive Chair will be supported by a Council of between five and twelve ordinary members.

It is felt to be particularly important to have some continuity in transitioning from the existing Councils to the new bodies that will form part of UKRI. Members of existing Councils of the Research Councils and Innovate UK's Governing Board are therefore encouraged to apply in direct competition with new applicants for these new positions. The UKRI Board will ensure that an appropriate and equitable balance is achieved between the members of the existing Councils and Innovate UK's Governing Board, and entirely new members.

## ROLE OF THE COUNCIL

The Council will be responsible both for advising and making decisions, as delegated to it by the UK Research and Innovation Board, on scientific, research and innovation matters. These responsibilities will include:

- The leadership of their discipline area or fields of activity, including the prioritisation of budgets within their delegated remits and the development of delivery plans;
- Ensuring the future of skilled specialists, researchers, scientists and others essential to the sustainability of the UK's research and innovation capacity;
- Engaging with their community to develop ideas, raise awareness and disseminate strategic outputs;
- Encouraging and facilitating collaborative work across the nine UKRI Councils to foster strategic relationships.

## COUNCIL APPOINTMENTS

Members will be appointed by the UKRI Board, on the recommendation of the Executive Chair.

The ordinary Council members will have a broad range of expertise and experience in research and innovation across higher education, industry and commerce, policy and/or civil society, reflecting different characteristics and professional backgrounds. The exact membership will take into account the specific needs of Innovate UK.

In this recruitment round we are looking to appoint up to 12 Council members and one of the roles will have an opportunity to include an additional responsibility as the Senior Independent Member (SIM - see below).

UKRI is committed to equality, diversity and inclusion and welcomes applications from all. Applications from women, those with a disability and members of minority ethnic groups, who are currently under-represented at senior levels in the research and innovation community, are therefore especially encouraged.

Members will be appointed for a period of either two, three or four years – this is to stagger the future appointment of members.

### **Responsibilities of all Council Members**

A fully effective Council member:

- Makes serious commitment to participate actively in Council business providing robust scrutiny and challenge;
- Is willing to take on ad hoc assignments where appropriate such as chairing subgroups and task and finish groups;
- Acts as an ambassador/advocate for UKRI;
- Supports, advises and challenges the Executive Chair in their role, and through them provides advice to the UKRI Board;
- Operates across the remit of Innovate UK rather than as advocates for specific disciplines or sub-disciplines;
- Actively participates in the Council's evaluation and planning efforts;
- Highlights opportunities for the UK Research and Innovation system;
- If necessary, raises concerns about the operation of the Council or where policies and programmes do not appear to align with the delivery plan, with the Executive Chair and the Senior Independent Member;
- Declares conflicts of interest and, subject to the Executive Chair's judgement, may be required to withdraw from discussions where a potential conflict arises;
- Is willing and able to provide other ad hoc advice and support to Innovate UK in the development of policy and practice.

## **Additional Responsibilities of the Senior Independent Member (SIM)**

One member of each Council will be appointed as the Senior Independent Member (SIM).

The SIM role will assist the overall governance by providing a sounding board for the Executive Chair and serve as conduit between the Executive Chair and other Council members, and if necessary between the Council and the CEO and Board of UKRI. In addition to the role of a Council member, the added key responsibilities of the SIM would include:

- Supporting the Executive Chair, providing an independent sounding board and source of advice both on questions of content and also on how to deliver the most effective operation of the Council;
- Providing assurance to the UKRI CEO/Board that the Council is operating effectively. Concerns should first be raised with the Executive Chair and if it is not possible to resolve these, the SIM should escalate to the UKRI CEO and Board;
- Maintaining regular contact with Council members to understand their perspective on the operation of the Council, and acting as an intermediary with the Executive Chair;
- Ability to act as Deputy Chair of Council with a responsibility to chair some Council meetings or some parts of Council meetings as appropriate.

**If you are interested in being considered for the additional Senior Independent Member role please clearly state this in your covering letter when making your application and demonstrate how you meet the person specification, and tick the appropriate box on page 8.**

## PERSON SPECIFICATION

### INNOVATE UK COUNCIL

*Innovate UK drives productivity and growth by supporting businesses to realise the potential of new technologies, develop ideas and make them a commercial success.*

Innovate UK has been successfully helping industry to commercialise world-class UK research for the last 10 years. We help businesses to identify the potential in new technologies and to turn them into the new products, processes and services that will significantly grow the UK economy. We do that by providing the **funding** to help businesses to develop the new products, processes and services that will meet or define the markets of the future. We also **connect** businesses with the right partners, expertise, facilities, financiers and influencers that can help them bring their ideas to market.

Applications are sought from individuals who possess a range of expertise and experience in research and innovation across business, entrepreneurship, investment, technology development, economics and business impact evaluation reflecting different characteristics and professional backgrounds. Innovate UK's funding is awarded to businesses of different sizes across a wide range of industries, and the Council's membership will reflect that.

The successful candidate will be able to demonstrate the following criteria:

#### Essential

- A commitment to UK Research and Innovation's mission and priorities;
- A clear understanding of the contribution of the innovation sector to society and the economy, and the role of multidisciplinary research and innovation in that;
- An appreciation of current and evolving technology developments and commercial exploitation issues, as well as the ability to consider wider issues in strategy development;
- Evidence of providing advice at a strategic level with an ability to exercise judgment across a broad spectrum of policy and innovation issues;
- Knowledge of the UK innovation ecosystem, issues around the transfer of knowledge and an understanding of routes to market for technologies;
- An ability to tackle and reach conclusions on complex policy and strategy issues.

#### Desirable

- Experience of operating internationally, particularly with regard to innovation partnerships and overseas business markets;
- Knowledge of, and strong personal interest in, one or more areas of Innovate UK's work;
- Knowledge of the decision-making process for publicly-funded innovation, and the associated strategic issues;
- Experience of public engagement with innovation.

#### **Additional responsibilities of the Senior Independent Member (SIM)**

In addition to having the qualities and expertise listed above, the SIM will need to have:

- Experience of chairing meetings at board-level;
- Excellent communication skills, being able to deputise for the Executive Chair as chair of the Council's meetings, and liaise with the UKRI Board and Innovate UK Executive Office when called upon to do so.

## MEETING ARRANGEMENTS

### Availability

Members will be expected to participate in all formal Council meetings (approximately five per year). Meeting arrangements will include scope for remote participation. The precise operating model will be determined by the Executive Chair in conjunction with the Council. The Executive Chair may call further extraordinary meetings as necessary. For meetings to be quorate there must be at least half the Council members in attendance in person or via teleconference.

## HONORARIUM

An annual honorarium payment of £6850 will be paid to Council members. This is premised on an expected 20 days contribution per year. The SIM may apply for an additional day rate beyond this amount where appropriate. Government officials, civil or public, are not permitted to receive an honorarium payment.

## HOW TO APPLY AND HOW MEMBERS WILL BE SELECTED

If you are interested in applying and have any questions, please contact the Innovate UK Council Secretariat by email [innovateuk-council@innovateuk.gov.uk](mailto:innovateuk-council@innovateuk.gov.uk) or telephone Dr Sophie Dale-Black on +44(0)1793 361077.

To apply, candidates should submit a CV (limited to three sides) and covering letter (limited to two sides) to ([innovateuk-council@innovateuk.gov.uk](mailto:innovateuk-council@innovateuk.gov.uk)) by **12:00pm (mid-day GMT) on 13 November 2017**. The covering letter is an opportunity for candidates to demonstrate how they meet the person specification. Candidates are also requested to complete the additional forms on pages 8-11 and submit these with their application. Candidates should also clearly state on their application if they are applying for the additional role of the SIM and tick the appropriate box on Page 8 under Applicant Details.

Once the deadline has passed, receipt of applications (covering letter and CV) will be acknowledged and then passed to the selection panel (see below) to review the applications against the person specification. The panel will agree which applicants will be selected for interview. At the final appointment stages, where applicants are as qualified on merit, the selection panel will seek to achieve a balanced membership in terms of, for example, diversity, expertise and experience.

The Executive Chair will make the proposed recommendation of appointments to the Council in conjunction with the selection panel. A list will then be presented to the UK Research and Innovation Board for decision. The outcome of the Board's decision will be communicated to candidates.

The selection panel for Innovate UK appointments is likely to comprise:

- Chief Executive, Innovate UK (panel chair);
- UKRI CEO or delegate;
- One other person, who is independent from UKRI.

Indicative timescale for selection and appointments is in the table below.

<b>Activity</b>	<b>Timing</b>
Deadline for applications	13 November 2017 by 12:00pm (mid-day GMT)
Shortlisting decisions	Approximately 20 November 2017
Interviews	December 2017 – January 2018
Appointments confirmed	Late February/early March
Induction	March 2018



# APPLICANT DETAILS

The following pages (pages 8-11) will not be shown to the panel.

<b>Senior Independent Member (SIM)</b>			
Please tick the box below if you are interested in being considered for this additional role:			
<input type="checkbox"/> Senior Independent Member (SIM)			
<b>Applications to more than one Council:</b>			
<input type="checkbox"/> Please tick this box if you have applied for a position in more than one Council.			
<b>Preferred Contact Details:</b>			
SURNAME	FIRST NAME	INITIAL(S)	TITLE
ADDRESS FOR CORRESPONDENCE			
CONTACT TELEPHONE NUMBER(S) Day - Evening - Mobile -		EMAIL ADDRESS	

<b>Data Protection Consent</b>
The Data Protection Act requires that those providing monitoring information must give their consent to it being used, even though the individuals are not identified. Please tick and sign the boxes below to show that you give your consent for information you provide to be used, anonymised, for publication of monitoring data.
I provide my consent: <input type="checkbox"/> Yes / No <input type="checkbox"/> [please tick as appropriate]
Signature/Electronic Signature of applicant:

**Potential or Actual Conflicts of Interest**

Please give details of any business or other interests or any personal connections which, if you are appointed, could present a conflict of interest holding this role. These could include financial interests or share ownership, membership of societies, activities, associations or employment of a partner or friend in the particular field in which the public body operates.

Any potential or actual conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application. If you have no interests that might be actual or perceived conflicts of interest, please write “**none**”.

# Equal Opportunities Monitoring Form

In Confidence

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## Policy

Innovate UK is committed to promoting diversity and equal opportunities. Our intention is to reflect not only the letter but also the spirit of diversity and equal opportunities legislation and we oppose all forms of unlawful and unfair discrimination. Our aim is to have a diverse and well-motivated workforce where all colleagues are treated fairly. The same principles apply to Council membership.

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## Monitoring

You are asked to provide the information below because Innovate UK will monitor equality information for people who apply for roles and people who are appointed in roles (through additional monitoring) to ensure that policies and practices are fair and do not discriminate. The information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only.

**Please complete all sections of this form.**

---

## Ethnicity: What is your ethnic origin?

### Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian Background (write in):

### Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background (write in):

### Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black/African/Caribbean background (write in):

### White

- British/English/Welsh/Scottish/Northern Irish
- Irish
- Gypsy or Irish Traveller
- Any other White background (write in):

### Other Ethnic Background

- Arab
- Any other ethnic group (write in):

- Prefer not to say

## Gender

I am:

- Male
- Female
- Prefer not to say

Is your gender identity the same gender?  
you were assigned at birth?

- Yes
- No
- Prefer not to say

**Age****What is your date of birth?**

Date/month/year

 Prefer not to say**Religion or belief****What is your religion?**

- |  |  |
|--|--|
| <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | <input type="checkbox"/> No religion                             |
| <input type="checkbox"/> Buddhist  | <input type="checkbox"/> Prefer not to say                       |
| <input type="checkbox"/> Hindu   | <input type="checkbox"/> Any other religion or belief (write in) |
| <input type="checkbox"/> Jewish  |  |
| <input type="checkbox"/> Muslim  |  |
| <input type="checkbox"/> Spiritual   |  |

**Sexual orientation****What is your sexual orientation?**

- |  |  |
|--|--|
| <input type="checkbox"/> Asexual             | <input type="checkbox"/> Heterosexual / straight |
| <input type="checkbox"/> Bi/bisexual         | <input type="checkbox"/> Queer                   |
| <input type="checkbox"/> Gay man             | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Gay woman / lesbian | <input type="checkbox"/> Prefer not to say       |

**Disability****Do you have an impairment, health condition or learning difference?**

- |                               |  |
|-------------------------------|--|
| <input type="checkbox"/> Yes* | <input type="checkbox"/> Unsure            |
| <input type="checkbox"/> No   | <input type="checkbox"/> Prefer not to say |

Please note the Equality Act considers a person disabled if they have a physical or mental impairment or disability that has lasted, or is likely to last, at least 12 months which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

\*If you wish to discuss any reasonable adjustment(s) you may require, please respond to the relevant contact.

This form has been based on the latest guidance and recommendations provided by the Equality Challenge Unit (<http://www.ecu.ac.uk/guidance-resources/using-data-and-evidence/monitoring-questions/>)

**Thank you for completing this form**

## Check List

Please tick items below to make sure you have included/completed the following documents when sending:

- |                                    |                          |  |                          |
|------------------------------------|--------------------------|--|--------------------------|
| 1. A covering letter (2 sides max) | <input type="checkbox"/> | 4. Data Protection Consent                   | <input type="checkbox"/> |
| 2. A CV (3 sides max)              | <input type="checkbox"/> | 5. Potential or Actual Conflicts Of Interest | <input type="checkbox"/> |
| 3. Preferred contact details       | <input type="checkbox"/> | 6. Equal Opportunities Monitoring Form       | <input type="checkbox"/> |

**Please send all completed applications, stating clearly which appointment(s) you wish to apply for, to:**

By email: [innovateuk-council@innovateuk.gov.uk](mailto:innovateuk-council@innovateuk.gov.uk) Attention of: Dr Sophie Dale-Black

By post:

Attention of: Dr Sophie Dale-Black  
Innovate UK Council Secretariat  
Executive Office – c/o Julie Chamberlain  
Innovate UK  
Polaris House  
North Star Avenue  
Swindon  
SN2 1FL

## **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.

Consistent with the Commissioner's Code of Practice, applicants will be assessed on merit, and all candidates for public appointment 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 take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

Carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.