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**UK Space Agency (UKSA), Non-Executive Member**

**Applicants pack**

**October 2016**

**Vacancy Description**

**The Organisation:**

The UK Space Agency was was established as an Executive Agency of the previous Department for Business, Innovation and Skills in April 2011. The Agency's responsibilities include policy and delivery of the Government's civil space requirements; working with the European Space Agency and other international organisations and agreeing with UK industry how to maximise the benefits of space technologies.

The UKSA Steering Board currently consists of four independent members (including the Chair), the Agency’s CEO, Senior Information Risk Owner and a Deputy Director representing BEIS.

Its responsibilities include reviewing and endorsing the Annual Report and Accounts for submission by the Accounting Officer, advising and monitoring performance including setting targets and performance against them, advising on major business developments which imply a significant change in the Agency’s role or activities.

The board also supports the promotion and awareness of the work of the UK Space Agency with stakeholders and advising on strategic direction and development of targets, within the framework of the UK Space Agency’s objectives, BEIS and wider Government objectives.

**The Non-Executive Member:**

The Secretary of State is seeking to maintain a Steering Board which demonstrates a range of relevant knowledge and skills and is therefore looking to recruit a Non-Executive Member who would ideally have the following experience:

* Experience of participating in Boards or high level meetings preferably including experience as a non-executive (including trustee, governor or equivalent).
* A background in legal, banking or Private sector finance.
* Experience of making significant, multifaceted, longer term investment decisions and assessing and demonstrating return on investment.
* Commercial experience of complex projects funded through innovative financing solutions.

**The Role:**

It is essential that the Non-Executive Member demonstrates the following:

* Ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources.
* Provides a strong contribution to an effective Steering Board team.
* Ability to absorb quickly complex issues about scientific, research and technological, business matters.
* Proficient at holding an Executive Team to account in providing value for money and safeguarding the Agency's reputation under public scrutiny.
* A high degree of integrity and impartiality.

**Terms of Appointment:**

The Non-Executive Member will work 20 days per year. Any additional days worked will be on a voluntary basis.

The Non-Executive Member will receive a part-time pay at the rate of £300 per day, capped at £6,000 per annum. Reasonable travel and subsistence expenses will be reimbursed.

The Non-Executive Member will be appointed for a single term of 3 years, renewable for a further 3 years at the discretion of the Secretary of State.

The Non-Executive Member must demonstrate a high standard of corporate and personal conduct and should particularly note the requirement to declare any conflict of interest that arises in the course of the office’s operations and the need to declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies. These will be published in the annual report with details of all board members' remuneration from BEIS sources.

BEIS is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns and to the principle of public appointments on merit with independent assessments, openness and transparency of process.

BEIS offers professional training courses on public sector finance and governance for those new to the public sector.

**Selection Process:**

Closing date: 23:00 on Monday 5th December 2016

Shortlist panel meeting: Monday 12th / 19th December 2016

Panel interviews: Mid-late January 2017

Ministerial decision on whom to appoint: Late January 2017

Successful candidate takes up post: From February 2017

**The selection panel membership is planned to be:**

* **Panel Chair**: Jenny Dibden, the Director, Science and Research as sponsor of the UK Space Agency and to represent the Minister/SoS
* David Southwood, The Steering Board Chair
* Independent panel member: TBC

**How to Apply**

**The closing date for applications is Monday 5th December 2016. Late applications will not be accepted.**

Please submit the following documents by email to:

publicappointments@beis.gov.uk

* A Covering Letter [ ]
* A CV [ ]
* Candidates Application Form [ ]

Please ensure that you include “UKSA NED” in the subject box.

Alternatively you can send your application in hard copy to:

Public Appointments Team, 4th Floor, Orchard 2, 1 Victoria Street, London, SW1H OET

Applicant packs can be provided in other formats upon request.

**Conflicts of Interest**

If you or a family member have any personal or business interest or potential conflict of interest with the activities of the Space Agency you will be expected to declare this. Any conflict will not prevent you going forward to interview, but may be explored with you during the selection process. You will also be required to uphold the standards of conduct established by the Committee of Standards in Public Life, also known as the Nolan Principles (Please see last page).

**Diversity and Equal Opportunities**

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. 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.

Under the Guaranteed Interview Scheme if you are a disabled applicant (as defined under the Equality Act 2010) and you meet the minimum criteria for the role, you will be selected for interview.

**Political Activity**

You are asked to provide details of any significant political activity that you have undertaken within the past five years. Political activity in itself is no bar to appointment. To allow the panel to explore such activity with the candidates in the context of their ability to perform in the role, you should declare any significant political activity. This information will only be provided to the panel for those applicants selected for interview and if you are successfully appointed to the post, details of your response will be included in the publication announcing your appointment.

**Making a Complaint**

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to: publicappointments@beis.gov.uk

**Candidate Application Form**

Position Applied for: UKSA NED

Surname: Insert surname Forenames: Title and forename(s)

Address for Correspondence: Insert full address

Contact details

Day- Insert a daytime telephone number

Mobile- Insert a mobile number

Email- Insert an email address

Please put mark below, if you would like to be considered under the Guaranteed Interview Scheme. [ ]

How did you find out about this vacancy?

**References**

Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies. The referees will be approached only if you are invited for interview.

**Referee 1**

Name:

In what capacity and over what period of time has the individual known you?

Telephone number:

Email:

**Referee 2**

Name:

In what capacity and over what period of time has the individual known you?

Telephone number:

Email:

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| --- |
| **Declaration of Public Appointments Held**Is this your first public appointment? Yes [ ]  No [ ]  Other public appointments currently held and any remuneration- please state below: |
| **Body** | **Government Department Sponsor** | **Term of Appointment** | **Remuneration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Potential or Actual Conflicts of Interest**

Please give details of any business or other interests or any personal connections which, if you were 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 there are no potential conflicts of interest, please write **‘none’**.

**Data Protection Consent**

The Data Protection Act 1998 requires that those providing monitoring information must give their consent to it being used, even though the individuals are not identified.

Please mark the box below with an ‘x’ to show that you give your consent for information you provide to be used, anonymised, for publication of monitoring data.

I provide my consent: [ ]

Electronic signature of applicant:

**Diversity Monitoring Form**

Please complete the appropriate boxes. The following information is required for monitoring purposes only and will not be provided to the selection panel members.

Date: Month:

 Year:

Date of birth:

Gender:

**Sexual Orientation (optional)**

You may wish to let us know how you describe your sexual orientation.

Bisexual [ ]

Heterosexual [ ]

Homosexual [ ]

Lesbian [ ]

Prefer not to say [ ]

Other, please state

**Ethnic Origin**

Please show which group best describes your ethnic origin or descent by filling in only one of these boxes below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | English |  |  | of Indian origin |  |
|  | Irish |  | Asian/ | of Pakistani origin |  |
| White | Scottish |  | Asian British | of Bangladeshi origin |  |
|  | Welsh |  |  | of East African origin |  |
|  | Other, please specify |  |  | of Chinese origin |  |
|  | Asian and white |  |  | of other Asian origin, please specify |  |
| Mixed | Black African and white |  |  | of Caribbean origin |  |
|  | Black Caribbean and white |  | Black | of African origin |  |
|  | of any other mixed origin |  |  | of other black origin, please Specify |  |

**Disability**

Many people do not consider themselves to be disabled, however under the Equality Act 2010 you can consider yourself disabled if you have a physical or mental impairment and the impairment has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Taking this into account, do you consider yourself to be a disabled person?

Yes: [ ]  No: [ ]

**Sectorial Background**

Is your career background: [ ]

Mostly in the civil service: [ ]

Mostly in the public sector (not including the civil service): [ ]

Mostly in the private sector: [ ]

Mostly in the third sector/charity: [ ]

Mixture of above, please specify

**Political Activity Questionnaire**

All applicants for a public appointment should complete the questionnaire below. This question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by providing details of your involvement.

Within the last five years I have been politically active, and as follows:

Obtained office as a Local/District/County Councillor, Member of Parliament, Member of the European Parliament, Member of a Devolved Assembly, etc. Please state:

Stood as a candidate for one of the above offices, please state:

Spoken on behalf of a party or candidate:

Acted as a political agent.

Held office such as Chair, Treasurer or Secretary of a local branch of a party, please state:

Canvassed on behalf of a party or helped at elections, please state:

Undertaken any other political activity which you consider relevant, made a recordable donation to a political party\*

I have not carried out any of the activities listed above in the last five years. [ ]

Name of Party for which activity(s) was undertaken:

Applicants Name:

* The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16 February 2001.

**Consent to receive information on other appointment opportunities**

All Public Appointments are advertised on the Cabinet Office’s Public Appointments website ( <http://publicappointments.cabinetoffice.gov.uk/> ) and the Public Appointments Twitter feed ( @publicappts ).

Please place an ‘x’ in the box below if you are content for us to share your CV and contact details with the Centre for Public Appointments in the Cabinet Office.

The Department for Business Energy and Industrial Strategy (BEIS) and the Centre for Public Appointments will keep this on file and may contact you about other opportunities that may arise in the future. All information will be handled in accordance with the Data Protection Act 1998.

Name: Please mark: [ ]

**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 Office 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.

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