



Applications invited for the role of Members of the Scheme Administrator Steering Group

Contents

Advert for Members of the Scheme Administrator Steering Group.....	2
What is the Scheme Administrator Steering Group.....	2
How much time are we expecting you to offer?.....	2
Skills and Experience (Person Specification).....	3
Information about the role and the Application process.....	3
Application and selection process.....	5
Additional information for candidates	6

Advert for Members of the Scheme Administrator Steering Group

We are delighted to announce that we are now welcoming expressions of interest (EOI) for the appointment of Members of the Scheme Administrator Steering Group (the Steering Group) for the UK Extended Producer Responsibility for Packaging (pEPR) Scheme.

pEPR is a joint scheme between the governments of the four nations of the UK -England, Northern Ireland, Scotland, and Wales, launched in January 2025. The Scheme aims to reduce the amount of packaging used, increase recycling rates overall, and incentivise more efficient and effective processes throughout the lifecycle of packaging waste management by encouraging widespread behavioural change across all four nations.

What is the Scheme Administrator Steering Group?

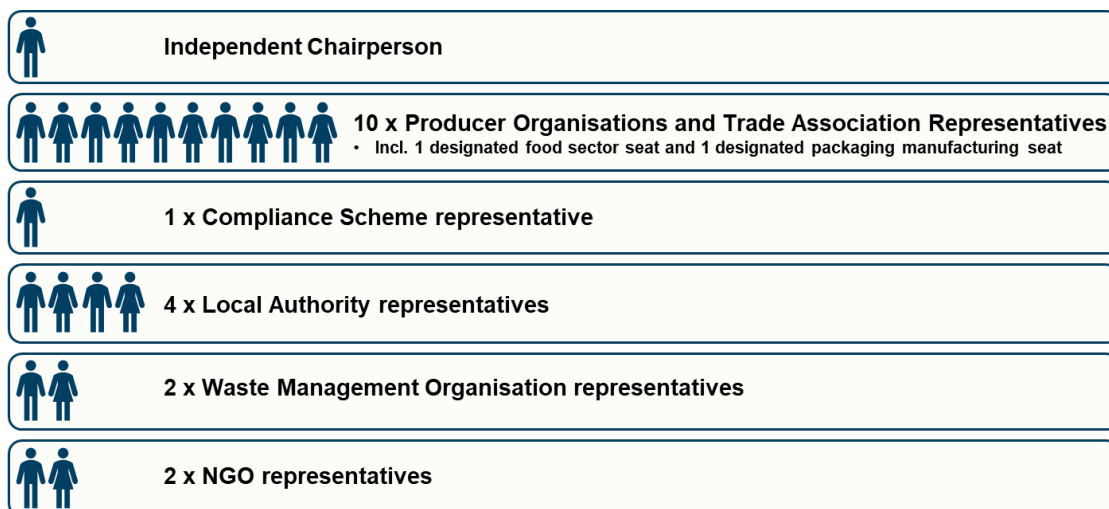
The Steering Group brings together talented individuals across the packaging value chain who are passionate about recycling and the environment, to make recommendations to the Scheme Administrator Executive Committee (SA ExCo) on the operational functions of the Scheme Administrator and support them to:

- deliver a system that creates maximum environmental benefits through knowledge sharing and collaboration; and
- deliver maximum efficiency and effectiveness of the collection and packaging system.

In this role, you will be involved with one of the most important and powerful environmental reforms of our time: making a direct contribution to the achievement of decarbonisation and net zero by 2050.

In line with international best practice for EPR Schemes, the Steering Group will be producer led. The makeup of the seats on the Steering Group is as follows:

The Steering Group will consist of 10 individuals from producer organisations and trade association representatives (1 designated seat for the food sector and 1 designated seat for packaging manufacturing) and 11 other members, representing Local Authorities (LAs) in each of the four nations, waste management organisations, environmental Non-Government Organisations (NGO), compliance schemes, and an independent chair.



How much time are we expecting you to offer?

We are seeking candidates able to volunteer the following estimated time commitment:

- At least one quarterly meeting of max 3 hours. The appointed Group Chair may decide to call extraordinary meetings, if circumstances require them to do so and with the approval of the Chief Executive Officer of PackUK.
- Reading and meeting preparation – estimated 3 hours per month.
- Meetings will take place virtually on MS Teams.

SASG Member Skills and Experience

Skills - We are seeking members for the Steering Group who can demonstrate a variety of experience and knowledge, from across the packaging value chain.

The following skills are essential:

- Outstanding relationship building and communication skills, able to build diverse partner relationships quickly and work with and through others to achieve objectives
- Experience identifying and mitigating strategic risks
- Able to think clearly, creatively and innovatively in a way that supports the sustainability of the packaging value chain
- Team worker, with the ability to work well and respectfully with people individually and in a group, especially where perspectives differ, being sensitive to and tolerant of different views
- Able to be reflective and open to self-evaluation.
- Friendly, responsive and approachable, noting respect for established governance structures and processes.
- Discretion and respect for the confidential and sensitive nature of some aspects of the group's work.

Collectively the group should demonstrate the following technical skills and understanding across its membership:

- Experience of organisational service development and operations
- An understanding of the differing collection and packaging contexts of the nations of the UK
- The establishment and operation of pEPR schemes in other international contexts.

In addition to the above, you will be required to evidence the following essential criteria within a personal statement as part of the application process:

- Committed and reliable. Able to deliver high quality participation within the terms of reference and timescales necessary.
- Resilient and objective. Able to ask tough questions and not to be easily intimidated when challenged.
- Integrity, able to maintain the privacy and confidentiality of PackUK's information and act in its best interests.
- Proven track record of successful industry participation. Able to point to a portfolio of relevant achievements with proven results and references, with particular reference to the collection and packaging value chain.

Information about the role and application process

Skills - We are seeking Members for the Scheme Administrator Steering Group who can demonstrate a variety of skills, experience and knowledge, from across the value chain.

Time commitment - Hours spent will average up to 6 hours per quarter (approximately)

Status of appointment - Voluntary unpaid role

Length of term - One, two or three years (to prevent the group renewing at the same time and to provide continuity) In most cases, the total time served in post will not exceed more than three terms, up to a maximum of nine years.

Timeline for this EOI process

- | | |
|---|---------------------|
| • Application process opens - | 18 July 2025 |
| • Application window closes - | 11 August 2025 Noon |
| • Sifting begins - week commencing (WC) - | 11 August 2025 |
| • Sifting completed - | 29 August 2025 |
| • Panel review WC | 1 September 2025 |
| • Final decisions WC- | 19 September 2025 |
| • Results shared with applicants WC - | 29 September 2025 |

Equality and diversity - We encourage applications from suitably qualified, talented individuals from all backgrounds and across the whole of the United Kingdom. We believe that this group can only be effective if it reflects the diversity of our society.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of suitably qualified people to any of our roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to determine whether our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your response will be collected by Defra who are the host department for the Scheme Administrator on behalf of the devolved governments of Northern Ireland, Scotland and Wales. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Assessment Panels who review applications against the advertised criteria and make appointment recommendations to Scheme Administrator Executive Committee.**

Our Privacy Charter [here](#) sets out in more detail how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

Disability Confident - Defra is a member of the Government's Disability Confident scheme and uses the Disability Confident scheme symbol, along with other like-minded organisations, to show its commitment to demonstrating good practice towards those who might be interested in applying for the roles, who have a disability. The scheme helps to recruit and retain disabled people.

When you apply you will have the opportunity to select if you would like your application considered under this scheme.

Reasonable adjustments - PackUK is committed to making reasonable adjustments to ensure that applicants with disabilities, physical or mental health conditions, or other needs, are not substantially disadvantaged when applying for roles such as these. This can include changing the recruitment process to enable people who wish to apply to do so.

When you apply you will have the opportunity to request reasonable adjustments to the application process.

If you need a change to be made so that you can make your application, you should contact Phillippa Edmunds at SASteeringGroup@defra.gov.uk as soon as possible before the closing date to discuss your needs.

Please also complete the 'Additional Support' question in the application form to tell us what changes or help you might need further on in the recruitment process.

If you have any questions, please contact Phillippa Edmunds at SASteeringGroup@defra.gov.uk.

Application and selection process

How to apply - To apply for this role your CV and supporting statement should be returned to SASteeringGroup@defra.gov.uk by mid-day on 11 August 2025 marking the email as **Member of Scheme Administrator Steering Group**, in the subject field.

All candidates are also required to submit the following:

- Diversity Information and Conflicts of Interest form
- CV of no more than two sides of A4 outlining your experience, any professional qualifications and employment history.
- A supporting statement demonstrating how you meet the essential criteria, providing specific examples (750 words maximum).
- Please indicate in the email which Steering Group seat you are applying to (e.g. Producer, Waste Management Organisation, e-NGO, Compliance Scheme).

Overview of the application process - This appointment will be made on merit following a fair and open competition process. We will deal with your application as quickly as possible and will keep you informed at key stages. We aim to conclude the process by the 22 September 2025.

Initial sift - The Scheme Administrator Executive Committee (SA ExCo) will be responsible for this appointment and will be consulted at every stage of the appointment process. To assist them in their decision making, an assessment panel for this role, comprising subject matter experts, will decide, objectively, which candidates meet the eligibility criteria, based on the CV and supporting statement submitted by candidates. For this sift, names will be redacted.

Second sift - The results of the initial sift will be shared with the appointment panel. The panel will be chaired by the Head of the Scheme Administrator and will also have representatives from industry and a subject matter expert from PackUK.

This panel will assess applications, using the eligibility criteria to decide which candidates have best met the criteria and should be recommended to SA ExCo for appointment.

Additional information for candidates

Principles of public life – The [Seven Principles of Public Life](#) (also known as the Nolan Principles) apply to anyone who works as a public office-holder.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. 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.

3. Objectivity

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

4. 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.

5. 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.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Code of conduct – PackUK expect the postholders to work to the highest personal and professional standards. Further information will be provided in the Scheme Administrator Steering Group terms of reference.

Due diligence – As part of the appointments process, a search may be carried out into any interests that you declare within your application and of any social media that you use.

Management of outside interests and consideration of reputational issues – Holders of this role will be expected to adhere and uphold the Seven Principles of Public Life. Before applying you should consider carefully:

- any outside interests that you may have
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported;

which may call into question your ability to carry out the role that you are applying for.

Many conflicts of interest can be satisfactorily resolved. If you are shortlisted for interview the panel will follow up any potential conflicts with you during the interview, including any proposals you may have to

mitigate them. This will be noted in their advice to SA ExCo, when they are advising them of suitable candidate(s) for appointment.

Details of declared political activity will be published when the appointment is announced (political activity is not a bar to appointment but must be declared).

Appointment and tenure of office - Appointments are for the term set out in this advert, with the possibility of re-appointment for a further term, at the discretion of SA ExCo. There is no automatic presumption of reappointment; each case should be considered on its own merits, taking into account a number of factors including the diversity of the group and the balance of skills and experience. In most cases, the total time served in post will not exceed more than three terms.

Feedback - We will notify you of the status of your application.

Complaints - We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

Please contact the Scheme Administrator governance team SASteeringGroup@defra.gov.uk if you would like to make a complaint regarding your application. They will acknowledge your complaint upon receipt and respond within 15 working days.

Data protection - Defra and PackUK will use your data in line with its privacy policy. The Privacy Charter [here](#) sets out in more detail how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

Contact details - For a confidential discussion about the role to help you determine your suitability for application and/or to answer any questions you might have, please contact:

Phillippa Edmunds at SASteeringGroup@defra.gov.uk.