



Terms of Reference: Delivery Adviser to the Secretary of State

- **Role:** Sir Kevan Collins is appointed as the Delivery Adviser to the Secretary of State at the Department for Education.
- **Duration:** The appointment will begin on 23 February 2026 and will conclude on 23 August 2027 with the option of an extension of 18 months.
- **Role specification:** The postholder will work as the Delivery Adviser to the Secretary of State to complement the work of civil servants by providing expert independent advice on defined delivery priorities.
- **Resources:** The postholder will work 2 days per week in the role for which the remuneration will be £577 per day, totalling £60k per annum. He will work closely with civil servants across the relevant parts of the department and external stakeholders and partners.
- **Governance and ways of working:** The postholder will have access to relevant official and Ministerial papers. The postholder will meet regularly with the Secretary of State as required and as agreed with her Private Office.
- **Conflicts of interest:** A full declaration of interest process has been conducted in the usual way for direct ministerial appointments and mitigations have been agreed to minimise any potential, actual or perceived conflicts. This includes a detailed review of any conflicts arising as a result of his other appointment as Lead Non-Executive Board Member. The postholder will comply with the measures and mitigations set out by the Department for Education's Permanent Secretary.

Job Description

The postholder will:

- Support the delivery of the Secretary of State's top priorities, focussing on schools and Special Educational Needs and Disabilities (SEND).
- Work with officials to review overall Local Authority performance and the Department's delivery asks of Local Authorities.
- Support the Department to review the performance of the highest risk Local Authorities across the range of key delivery commitments and challenge and support senior leaders of those authorities as needed.