

UK Space Agency Steering Board Member Recruitment

Posts

- 1) UK Space Agency Steering Board Member
- 2) UK Space Agency Steering Board Member and Audit Committee Chair

Location

Swindon

Vacancy Description

Steering Board Member

The UK Space Agency was established as an Executive Agency of the Department for Business, Innovation and Skills (BIS) on the 1 April 2011.

The Agency's responsibilities include policy and delivery of UK Government's civil space requirements; working with the European Union, the European Space Agency and other international organisations; agreeing with UK industry how to maximise the benefits of space technologies; encouraging children to study STEM subjects; and working with the scientific community to provide a clear voice on decisions that affect the sector.

The role of a Steering Board Member is to advise the CEO, Executive Board, and Ministers, through the Director General, Knowledge and Innovation Group and BIS, on the Agency's strategies and performance.

The Steering Board acts as a quality assurance body to oversee the running of the organisation. The Steering Board and Executive Board work together to agree strategy.

The Steering Board currently consists of four independent members, including the Chair, UKSA's CEO and a Deputy Director representing BIS.

Meetings will take place at least six times per year and alternate between Swindon and stakeholder locations. Steering Board members are also expected to contribute to related business through joining working groups or attending UK Space Agency meetings.

Members are expected to contribute around 18 days per year to UK Space Agency business, including attending UK Space Agency events and acting as advocates for the UK Space Agency, promoting the value of space to support economic growth, scientific knowledge and the safe utilisation of space through effective regulation.

In accordance with public appointments, members will be expected to adhere to the spirit of the Nolan Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; and Leadership.

The Steering Board will operate in an open and transparent manner. In the interest of transparency, details of serving members on the Steering Board will be provided on the UK Space Agency website (<https://www.gov.uk/government/organisations/uk-space-agency>).

In the interest of continually improving performance and development individual Steering Board Members can expect to be part of the Departmental approach to the performance management of boards.

Appointment is initially for a three-year term and reappointment will be considered as part of the performance management process and Cabinet Office guidance at the time.

The UK Space Agency will act as the Secretariat to the Steering Board.

Audit Committee Chair

The Audit Committee is a key advisory body for the Agency. The Audit Committee is a sub-committee of the Steering Board and provides guidance and assurance to the Chief Executive to assist in fulfilling the Accounting Officer responsibilities. The Chairman of the Audit Committee reports to the Steering Board. In 2013/14 the Audit Committee made 70 recommendations, which the Agency is currently in the process of implementing. The Audit Committee meets between 4-6 times per year.

Person Specification

Steering Board Member applicants need to demonstrate:

Essential skills and experience:

- Achievement at the highest level in your field, including experience of leadership in a successful organisation in the private or public sector
- Experience in the space sector, science, technology, engineering, innovation or downstream applications, preferably on projects involving substantial public funding
- Experience of participating in Boards or high level meetings preferably including experience as a non-executive (including trustee, governor or equivalent)
- Ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources
- Ability to contribute to an effective Steering Board team
- A high degree of integrity and impartiality
- Ability to absorb quickly complex issues about scientific, research and technological, business matters
- Independence of approach and outlook
- Ability to hold an Executive Team to account in providing value for money
- Experience of making significant, multifaceted, longer term investment decisions and assessing and demonstrating return on investment

Desirable skills and experience:

- Experience across Whitehall
- Commercial experience of complex private sector projects
- Legal and regulatory experience
- Economic analyses for large and complex projects and programmes

Audit Committee Chair applicants need to demonstrate:

Essential skills and experience:

- A financial or regulatory background preferably with experience of audits in the public sector
- Experience working as part of, or chairing, a successful Audit Committee
- Achievement at the highest level in your field, including experience of leadership in a successful organisation in the private or public sector
- Commercial experience of complex private sector projects
- Legal and regulatory experience
- Experience of chairing boards or high level meetings preferably including experience as a non-executive (including trustee, governor or equivalent)
- Ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources
- Ability to contribute to an effective Steering Board and Audit Committee team
- A high degree of integrity and impartiality
- Ability to absorb quickly complex issues about scientific, research and technological, business matters
- Independence of approach and outlook
- Ability to hold the Executive Board to account in providing value for money
- Experience of making significant, multifaceted, longer term investment decisions and assessing and demonstrating return on investment

Desirable skills and experience:

- Economic analyses for large and complex projects and programmes
- Extensive experience in the space sector, science, technology, engineering, innovation, downstream applications, preferably on projects involving substantial public funding
- Briefing senior officials and departmental ministers

Time Requirements

The posts are part-time. Attendance at regular meetings during the year is required. These will be held in Swindon, Harwell and London or in industry/research locations. Additional time will be required to review discussion papers and meet separately with relevant stakeholders where appropriate. Members will be expected to undertake any activity required to keep in touch with the Agency's business and priorities.

Remuneration

Steering Board Members will receive an annual honorarium of £6,000.

The UK Space Agency will meet reasonable cost of travel and expenses for attendance at meetings. Full details will be included in the Letter of Appointment.

Additional Information

The Steering Board's role is to:

- Advise on external drivers, strategic direction and development of targets, within the framework of the UK Space Agency's objectives, BIS and wider Government objectives and service to business
- Bring an external perspective to provide strategic challenge on the business and corporate plans and endorse the annual report and accounts for submission by the Accounting Officer
- Advise on and monitor performance including setting of targets and performance against them, as well as providing an independent assessment of the targets and the underlying processes
- Advise on major business developments which imply a significant change in the Agency's role or activities and on its exposure to and management of risk
- To advocate and advise in relation to the promotion and awareness of the work of the UK Space Agency with stakeholders and partners
- To act as critical friend to the CEO and Executive Board

Steering Board Members should possess a range of experience in areas that include: space sector, research, Whitehall, user/customers, strategy formulation, corporate planning and performance.

The Audit Committee's role:

The Audit Committee is an advisory body to the UK Space Agency Steering Board with no executive powers. Its main functions are to ensure propriety and accountability of public funds through monitoring and promoting financial reporting and discipline. The Audit Committee's role is to support the Chief Executive in his/her role as Accounting Officer by:

- Promoting confidence in the Agency's governance;
- Overseeing the work of the internal and external auditors;
- Making recommendations to the Steering Board and reviewing the annual financial statements before submission to the Executive Board;
- Assisting and advising the Accounting Officer on risk, control, governance and associated issues.

Steering Board Members recruitment

Steering Board members will be recruited through fair and open competition. As part of this, applicants should expect to undertake a selection process that will identify their experience, skills and knowledge for the role, following the principles of public appointments. The ultimate responsibility for public appointments rests with Ministers. In discharging this responsibility, Ministers and their Departments must observe three basic principles

- **Merit**
The overriding principle is selection on merit. This means providing Ministers with a choice of high quality candidates, drawn from a strong and diverse field, whose skills, experience and qualities have been judged to best meet the needs of the public body or statutory office in question.
- **Fairness**
Selection processes must be objective, impartial and applied consistently to all candidates. Each candidate must be assessed against the same published criteria.
- **Openness**
Information about the requirements of the post and the selection process must be publicly available. Public appointments must be advertised publicly in a way that is designed to attract a strong and diverse field of suitable candidates.

Further information can be accessed through the following links:

UK SA Corporate Plan 2014 to 2015

<https://www.gov.uk/government/publications/uk-space-agency-corporate-plan-2014-to-2015>

UK SA Annual Report and Accounts 2013 to 2014

<https://www.gov.uk/government/publications/uk-space-agency-annual-report-and-accounts-2013-to-2014>

UK SA Steering Board Terms of Reference

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307614/Steering_Board_Terms_of_reference.pdf

UK SA Audit Committee Terms of Reference

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307615/audit-committee-terms-of-reference-final.pdf

Closing Date

15th of September 2014

Interviews

Interviews are planned to take place during week commencing the 27th October 2014. Interviews are expected to be in Swindon or London.

How to apply:

The process will consist of three stages:

- Candidates are asked to submit a CV and a short covering letter setting out how they meet the person criteria;
- A shortlist will be compiled from the list of candidates; and
- Interviews with successful short-listed candidates will be conducted in Swindon or London during the last two weeks of October.

Please also supply the name and contact details of two referees.

Applications should be sent to Merton Murrell at: merton.murrell@bis.gsi.gov.uk

If you have any questions about these opportunities please contact:

- Dr David Parker, Chief Executive, UK Space Agency, on 01793 418076 or david.parker@ukspaceagency.bis.gsi.gov.uk
- Peter Finn, Chief Operating and Finance Officer, UK Space Agency, 01793 418091, peter.finn@ukspaceagency.bis.gsi.gov.uk