

# Met Office, Remuneration Committee Chair and Non-Executive Director (URN 598)

Candidate Pack

Closing date: 7 November 2022

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact Claire Watson at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)



28 October, 2022



The Met Office logo, featuring a stylized green and yellow wave icon to the left of the text "Met Office" in a bold, white, sans-serif font.

The logo for the Department for Business, Energy &amp; Industrial Strategy. It features the Royal Coat of Arms on the left, followed by the text "Department for Business, Energy &amp; Industrial Strategy" in a serif font.

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# Chairman's Welcome



The Met Office Board has a vital role in advising and supporting the Chief Executive and the Executive Team to deliver the organisation's strategic priorities and ensuring that resources are allocated effectively for their delivery. The Board reviews the management and performance of the Met Office and ensures high standards of corporate governance are maintained.

I joined as Non-Executive Chair in mid-2018 with a mandate to take forward the strategic development of the Met Office and ensure the Board provided robust governance for the next steps in the Met Office's development. Penny Endersby joined as Chief Executive in late 2019 and together we have launched a new strategy and restructured the executive team to support our strategic objectives.

We have secured c. £1bn of funding to build our new supercomputer and the operational platform which will support the delivery of significant socio-economic benefits for the country. The new supercomputer will be one of the most powerful in the world and will help enhance the Met Office's position as a world-leading centre of research and innovation in both weather and climate science. This is a tremendous opportunity to be involved in a leading and exceptionally talented and visionary organisation. I hope you will consider applying to join us.

We particularly welcome applicants from a diverse set of backgrounds. I trust you will find the information in this job pack of interest and look forward to receiving your application.

**Rob Woodward, Chair**

# The Met Office

The Met Office is the UK's National Meteorological Service and an internationally renowned centre for weather and climate services and science. It is at the forefront of research and innovation, having provided world-leading weather forecasting services for more than 150 years and cutting-edge climate science and services for over three decades. It is currently building a ground-breaking new supercomputing platform, in partnership with Microsoft, in order to continue to develop the accuracy and impact of the services it delivers. Its well-known public services are a part of everyday life for the British people, but it also provides a range of vital services to many parts of HM Government, including to the UK's Armed Forces in the conduct of their international operations. The Met Office's research supports the UK's work on climate change, in particular through its significant contribution to the UN IPCC and its support for the Government at COP26 in Glasgow. The Met Office also plays an important role in the wider economy providing accurate forecasts to industry, supporting the transport, leisure, utilities and retail sectors, to name but a few. These diverse services lie at the organisation's heart, driving its purpose working at the forefront of weather and climate science for protection, prosperity and well-being, helping people stay safe and thrive.

Further information about The Met Office can be found [here](#).

# The Role

The Non-Executive Director (NED) role has responsibility for:

- Providing effective contributions to the Met Office Board to help develop sound strategic direction for the Met Office.
- Chairing the Remuneration Committee to provide appropriate incentive to the Executive Team and hold them to account in delivering the Met Office's performance.
- Providing challenge to the Executive Team in setting the strategic direction of the organisation, including advising on organisational targets and priorities. This will include holding the Executive Team to account for delivering the Met Office's Corporate Plan, implementing the new supercomputer programme, and transforming the organisation to deliver the socio-economic benefits that flow from the programme.
- Working in partnership with the Chief Executive and other Board members as an ambassador and representative of the Met Office.

# Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

**Arrangements for candidates with a disability:** As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

**Adjustments:** All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

# Criteria

## Essential Criteria

- Lead Criteria 1: A strong track record in a senior leadership position of delivering strategic transformation and achieving objectives in a public or private sector organisation.
- Lead Criteria 2: Experience of leading and implementing effective people and talent management strategies, coupled with experience of incentivisation and remuneration for senior management teams. [This experience should be as a senior leader, not necessarily as a people expert, and would benefit from experience of public sector pay and processes].
- Strong analytical skills, with the ability to communicate complex issues clearly, coupled with the ability to exercise judgement across a broad spectrum of policy and management issues.
- The ability to challenge performance and support and encourage a culture of organisational and behavioural change.
- Excellent communication and interpersonal skills and the ability to interact with a wide variety of stakeholders.

# Criteria

## Desirable Criteria

- Experience of operating in a senior leadership position in a technology and/or research and innovation driven organisation with experience of delivering change and managing risks around this.
- Ability to influence networks at a senior level in Government or the commercial world to the benefit of the Met Office, opening opportunities for new partnerships and collaboration.
- Management experience and knowledge of effective governance at a senior level in complex organisations in the private, public or voluntary sectors.
- Experience of managing relations, developing partnerships or conducting business with international or multinational governments, NGOs or commercial organisations.

# Terms of Appointment

- **Appointment Term:** An initial period of 3 years.
- **Remuneration:** £15,000 per annum. Remuneration and expenses are taxable.
- **Time Commitment:** 27 days per annum.
- **Location:** Flexible. Most Board meetings take place face to face at the Met Office premises in Exeter and other stakeholder locations around the UK. Some Board meetings and many Committee meetings are conducted virtually.
- **Nature of Appointment:** This is a Ministerial Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not be an employee of the Department or the Met Office.
- **Availability:** The successful candidate will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

# How to Apply

**Your application is submitted in two parts.**

**Both** parts must be submitted **by 23:00 on 7th November 2022** in order for your application to be considered complete. Applications received after this date will **not** be considered.

## **Part one: CV and Statement of Suitability**

- **Please send one document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). We would recommend this be sent in as a PDF. The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria
- Save the document as 'Surname, First initial URN598 Met Office. (please do not add characters such as -,\_,!)
- Send to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with URN598 – Met Office in the subject heading.

## **Part two: Diversity Monitoring and Conflict of Interest Form.**

- Complete this [form](#). Under section 14 of the Diversity form - Please provide a summary of your career history, setting out your current or most recent role(s); relevant previous roles; and any board appointments (if applicable). Please do not use acronyms and limit your response to approximately 250 words. This section is not assessed however the information here will be used when creating a biography list which will be reviewed throughout the process.

# Assessment Panel, Process and Timing

## The members of the Advisory Assessment Panel are:

### Panel Chair:

Rob Woodward, Chair of Met Office Board

### Representative of BEIS:

TBC

### Independent Panel Member:

Perdita Fraser

The timelines for this campaign are indicative and subject to change. Please check the advert for any updates.

Advert Closes	7th November 2022
Panel Sift	November 2022
Panel Interview	December / January 2023
Candidates notified of the outcome	February 2023
Appointment confirmed	March / April 2023

# Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel, and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

# Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for the role are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

# Annex C: Complaints Procedure

If you feel you have reason to complain, you should direct your concerns in the first instance to the Public Appointments team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) who will make every effort to deal with these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).