



# Candidate brief for the position of Chair of the UK Trade Remedies Authority

April 2023



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# Welcome Message



Dear Candidates,

Thank you for your interest in the role of the Chair of the UK Trade Remedies Authority (TRA).

The TRA plays a critical role in the UK's independent trade remedies system. It was established on 1 June 2021 with the remit of ensuring UK domestic industries have a safety net to protect them against injury caused by unfair trading practices, such as dumping and subsidies, and unforeseen surges in imports.

The TRA investigates whether new and existing trade remedies are needed to prevent injury to UK industries caused by unfair trading practices and unforeseen surges in imports. It then makes a recommendation to the Department for Business and Trade Secretary of State on what trade remedy to apply. These remedies usually take the form of additional duties on those imports. Their work helps to create a level playing field for UK industries.

The Chair will have substantial responsibilities to provide leadership to the Board and hold the Executive team to account for delivery, including the effective conduct of trade remedies investigations, and recommending fair and objective trade remedies measures. The Board will assure the TRA governance and decision-making processes. For the right candidate, the role offers considerable scope to develop the TRA's corporate governance and formulate its strategic vision.

This is a high-profile and dynamic role. We are looking for someone able to operate in a politically sensitive environment and work under intense media scrutiny. This person will need to be strategically adept and be able to lead the TRA to collaborate with, and gain the trust of, a wide variety of stakeholders.

If you believe you have the experience and qualities that we are seeking to provide strong direction and governance to lead this important organisation, we very much look forward to hearing from you.

Nigel Huddleston MP

Minister of State at the Department for Business and Trade

# The Trade Remedies Authority

The UK's Trade Remedies Authority is an arm's length body, that acts independently on behalf of the Department for Business and Trade (DBT). It is responsible for investigating claims of unfair trading practices and helping prevent injury to UK industry.

The UK is a member of the World Trade Organization (WTO) and has consistently supported its efforts to enforce international trade rules. The UK is a powerful pro-trade advocate and proponent of the multilateral system. Historically, the European Union (EU) has been in charge of trade remedies. However, now that the UK has left the EU, it has regained its independent seat at the World Trade Organisation. As an independent member and one of the largest economies in the world, the UK is in a position to intensify its support for robust, free and open international trade rules which work for all, and to help build global momentum after trade liberalisation. As a nation, the UK now has a regime in place to allow it to investigate, recommend and monitor trade remedy measures.

## The Trade Remedies Authority

The Trade Remedies Authority (TRA) was established as a new non-departmental public body, ensuring an appropriate degree of separation from DBT, and is responsible for investigating alleged unfair import practices. Trade measures can have a substantial effect on both consumers and businesses – that is why it is imperative that stakeholders trust that investigative and decision-making processes are fair and objective.

The TRA is responsible for conducting investigations into unfair trading practices and unexpected surges in imports. The Secretary of State for Business and Trade is responsible for making a final determination on whether to accept or reject recommendations to impose measures.

To find out more about:

- Trade Remedies Authority - please click [here](#).
  - Trade Act (2021) – please click [here](#)
  - World Trade Organization – please click [here](#).
  - UK Trade Remedies – please click [here](#).
  - Anti-Dumping Duty Measures – please click [here](#).
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# Our Governance and People

The TRA Board is made up of the Chair, Chief Executive, General Counsel, Director of Corporate Services, and three Non-Executive Directors. The Board is looking to add another two Non-Executive Directors once a new Chair is appointed. The Board will consist of no more than nine members. Details of the TRA's governance framework is set out in the Trade Act. This includes:

- How executives and non-executives are appointed to the TRA Board, and how their terms of appointment and remuneration are determined.
- Reporting requirements – the TRA must report to Parliament on its performance and accounts.
- The relationship between the Department for Business and Trade's Secretary of State and the TRA – when she can issue guidance to the TRA and seek its assistance.
- Arrangements for establishing the Audit and Risk Assurance and Remuneration Committees that support the Board.

The TRA currently has over 150 staff who work on a hybrid basis with the TRA office in Reading. TRA staff are public servants, not civil servants. Its staff come from a wide range of backgrounds. Some have held previous roles as civil servants working in international trade; others bring trade remedies experience from overseas. Many have backgrounds in investigations and TRA has specialist teams of lawyers and analysts. All this is supported by the Corporate Services team.

As an organisation doing something which has not been done in the UK for over 45 years, the TRA invests strongly in training, developing our operational policies and ways of working and works closely with stakeholders to undertake investigations and reviews.

## Diversity and Equality of Opportunity

The Equality Act 2010 legally protects people from discrimination in the workplace in and in wider society. The TRA is committed to implementing the Act in all recruitment and selection activity.

The TRA is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer, we are also committed to equality and valuing diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices with all our stakeholders and colleagues. We do not discriminate on the basis of age, disability, gender, marital status, sexual orientation, religion or belief, race, colour, nationality, ethnic or national origin, or (in Northern Ireland) community background, working pattern, employment status, gender identity (transgender), caring responsibility or trade union membership.

# The Role

This role has oversight of, and access to, the entire organisation. The TRA Board sets the strategic direction and priorities of the organisation, monitoring its performance against its objectives and holding the Chief Executive and executive team to account. The Board plays a key check and balance role, ensuring that the TRA's independence is maintained. It ensures that the TRA sufficiently considers the views and perspectives of relevant stakeholders where appropriate. The Board is also responsible for ensuring that the TRA fulfils its statutory duties with effective use of public funds. The Board provides assurance of the soundness of TRA's processes.

This is an exciting, intellectually stretching, and high-profile role for a candidate with the right skills to be Chair of this dynamic organisation. The position will suit a candidate comfortable with considerable stakeholder engagement and with the energy and enthusiasm for creating meaningful impact as the TRA works to set the standard as a globally respected trade remedies body.

The Chair will have responsibility for delivering the Government's commitment to ensuring the TRA is able to investigate and recommend trade remedies measures to protect industry, in accordance with World Trade Organisation rules. The TRA Chair will lead on a number of critical areas, including developing the TRA's corporate governance structures and reviewing its strategic vision. Day-to-day management of the TRA will be led by the Chief Executive.

The Chair will also be responsible for overseeing the TRA's relationship with the Secretary of State for Business and Trade.

During their tenure on the Board, the Chair will focus on maintaining operational independence, impartiality and expertise to achieve the TRA's goals.

## Responsibilities include:

- Building on work delivered to date, take a leading role in the ongoing development of the TRA, including maintaining and, where necessary, developing the organisation's governance frameworks, and providing input into staffing and resource allocation.
- Formally appointing executive members to the TRA Board when current tenures expire. The Chair will also be consulted on the appointment of non-executive members to the TRA by the Secretary of State for Business and Trade.
- Determining remuneration and terms and conditions for new executive members.
- Continuing to ensure a cohesive and focused Board, able to ensure the TRA fulfils its statutory duties and functions.
- Continuing to enable the Board to exercise its functions in a consistent, proportionate and fair manner – bearing in mind the economic conditions in all parts of the UK. The Chair must ensure the TRA operates fairly across the whole UK.
- Working with the Board to ensure the TRA maintains its operational independence, impartiality and expertise to deliver its mandate and meet the UK's obligations under the WTO Agreements.
- Acting as the public face of the organisation alongside the Chief Executive, acting collectively in representing its decisions to stakeholders and the general public.
- Acting as a critical friend to the TRA's senior staff.
- Continuing to develop and maintain effective relationships with the Devolved Administrations, all external



stakeholders and the public. External stakeholders may include relevant parliamentary bodies, international industries, UK manufacturing industry and other UK producers, consumer groups, trade associations and trade unions, where appropriate.

The successful candidates should also demonstrate a commitment to the [Seven Principles of Public Life](#). The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Candidates will possess a good appreciation of the role of a Chair, and they will understand and be committed to the pivotal role that the board plays in the effective and efficient delivery of TRA services. The person will clearly demonstrate independence of judgement and an ability to communicate with impact to provide constructive support and challenge.

The TRA is mindful of the value that diversity brings to the Board and to the whole organisation as a whole. We welcome candidates from all backgrounds who have experience and expertise in mixing diverse thinking with a 'can-do' attitude to maximise the strengths of an organisation's Board.



# Person Specification

The TRA is a priority function for Government and as a non-departmental public body, the Board is critical to the organisation's success. We are seeking candidates with the right skills and abilities to take forward the TRA as it evolves. The new Chair will need to both be adept at engaging with stakeholders at all levels and have a genuine flair for managing complex stakeholder relationships. The successful applicant must be able to demonstrate:

## Essential criteria

- A track record of board-level leadership, alongside a proven ability to set effective and strategic vision;
- Able to manage robust corporate governance arrangements through sustained, impactful leadership, ensuring that the TRA Board is able to perform to a high standard, develop and learn as appropriate;
- An ability to deal systematically with complex issues and guide an organisation to meet strategic need;
- Evidence of successful commercial experience gained in a complex domestic and international environment;
- A strong ability to communicate, lead and represent an organisation that can come under external scrutiny;
- Proven credibility to engage with Ministers, senior government officials and other stakeholders.

## Desired criteria

- A knowledge of trade policy in a domestic and international context.
- An understanding of cross-sector dynamics and supply chain complexity.

## Security Clearance

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only). The successful candidate must hold or be willing to obtain security clearance to Baseline Personnel Security Standard (BPSS) and Counter Terrorist Check (CTC) Level before taking up the post. In due course, once in post, the Chair may be asked to additionally obtain security clearance to Security Check (SC) level.



# Appointment Process

This appointment is being conducted in accordance with the Government's Governance Code on Public Appointments, which sets out the regulatory framework for public appointments processes. The Code is based on eight principles of public appointment – you can view the Governance Code on Public Appointments [online](#).

All appointments follow a recruitment process regulated by the Commissioner for Public Appointments (OCPA). This is based on a written application, followed by interviews (if candidates are successful at sift stage).

## Assessment Panel

In line with the Governance Code, the campaign will involve the formation of an Advisory Assessment Panel (AAP). The role of the panel is to ensure that appointments are made in accordance with the Governance Code (as explained in the job advert). They also act on behalf of the Secretary of State for Business and Trade as the appointing Minister.

The AAP will comprise of:

- Joanna Crellin, Director General for Trading Systems – DBT
- Barnabas Reynolds, Global Head of the Financial Services Industry Group at law firm Shearman & Sterling
- Dame Mary Archer, Chair of the Science Museum Group (Independent Panel Member)
- Martin Howe, King's Counsel at 8 New Square, Lincoln's Inn

## Biography of Joanna Crellin

Jo Crellin became Director General, Trading Systems at the Department for Business and Trade on 7 February 2023. Previously she was Director General, Trading Systems at the Department for International Trade (DIT) from 23 November 2020 to 7 February 2023.

Jo was Her Majesty's Trade Commissioner (HMTTC) for Latin America and the Caribbean between April 2018 and November 2020.

Her first posting overseas was as British Consul-General in São Paulo, Brazil in February 2015. She was also the Director-General at DIT for Latin America.

Jo has worked for the UK government since 2001.

She has occupied roles covering issues as diverse as nuclear decommissioning, social enterprise and corporate finance at:

- the former Department for Business, Innovation and Skills (BIS)
- HM Treasury

Jo has:

- a degree in Social Anthropology, French and Spanish from Cambridge University



- an MSc in Politics of Development in Latin America from the London School of Economics (LSE)

### Biography of Dame Mary Archer

Dame Mary served as a Trustee of the Science Museum Group 1990–2000 and became chair in January 2015. The Science Museum Group is an arms-length body of the Department for Digital, Culture, Media and Sport and is responsible for a collection of 7.3 million items from science, technology, engineering, medicine, transport and media. Dame Mary's role as Chair sees her lead the Board of Trustees in delivering against their statutory duties under the National Heritage Act 1983 for the general management and control of the Science Museum Group – this includes establishing the Science Museum Group's policy, reviewing performance, and endorsing appointments to key management positions.

Dame Mary started her career as a physical chemist and has taught Chemistry in Oxford, Cambridge and London. She was the founder chair of the UK's National Energy Foundation and is now its Patron. She is a Companion of the Energy Institute, and was awarded the Institute's Melchett Medal in 2002, and the Eva Philbin award of the Institute of Chemistry of Ireland in 2007. Dame Mary has also had a long association with the NHS, serving as chair of Cambridge University Hospitals NHS Foundation Trust, 2002–2012, and a founder director of Cambridge University Health Partners, 2009–2012. In 2012, she was appointed DBE for services to the NHS. She is also Chancellor of the University of Buckingham, an Honorary Liveryman of the Fuellers' Company and an Honorary Member of the Salters' Company.

### Biography of Barnabas Reynolds

Barnabas is Global Head of the Financial Services Industry Group at law firm Shearman & Sterling. Barnabas is an expert in banking and financial markets law and regulation, including clearing, settlement, derivatives, asset management and insurance regulation.

He is one of the leading financial institution practitioners. He specialises in banking and financial markets law and regulation, clearing, settlement, derivatives, asset management and insurance regulation. Barnabas advises banks, asset managers, insurers, financial infrastructure providers, governments and public bodies on regulatory, governance, enforcement and securities law matters, as well as on acquisitions, disputes, bank resolution and insolvency matters. He has advised on many of the most transformative transactions and has extensive experience in helping clients with their domestic and cross-border legal and regulatory situations. He also helps smaller companies navigate their way to success.

Barnabas has been called to give evidence to Parliamentary Committees in the UK and elsewhere, and he works with the main industry bodies and regulators. He has helped to set up new legal and regulatory regimes, including Abu Dhabi Global Market (ADGM) in the United Arab Emirates, leading the teams drafting the laws and regulations.

He is ranked in the Hall of Fame by Legal 500.

### Biography of Martin Howe QC

Martin Howe QC is a King's Counsel (barrister) at 8 New Square, Lincoln's Inn whose practice is in the fields of intellectual property and EU/post Brexit law on the free movement of goods and services. He is also the Chairman of Lawyers for Britain.

Martin has a particular expertise in heavy technological cases, such as computers, IT and the internet; broadcasting and



telecommunications technology; and biotech and pharmaceuticals. His wide-ranging EU/post Brexit practice focusses on free movement of goods and services, regulatory law and public law claims.

He is the lead author of Russell Clarke and Howe on Industrial Designs (now in 10th Ed), and edited Halsbury's Laws Title on Trade Marks. He was the first Appointed Person to hear designs appeals from the UK IPO under the appeal system of the Intellectual Property Act 2014. His publications include 'How to leave the EU: Legal and Trade Priorities for the New Britain (2016)' (Politica).

## Assessment Process

All applications received by the closing date (2300hrs 15 May 2023) will be seen and considered by the panel.

The Advisory Assessment Panel will select a list of candidates for preliminary interview by Odgers Berndtson in May/June 2023. A shortlist meeting will then be held by the Advisory Assessment Panel at which a list of candidates will be selected for interview in July 2023. Subject to the required approvals and clearances, the successful candidate will be expected to take up the post as soon as possible. These dates are accurate at the time of writing but are subject to change, and the clearance process for these appointments can take longer than anticipated.

Prospective successful candidates may be invited to a fireside chat with Ministers.

Additional assessment points to note:

- As part of the recruitment process, you may have the opportunity to speak with a member of the TRA prior to the final interview to learn more about the role and the organisation. You will be given further details about this after the shortlist meeting. Please note this is not part of the formal assessment process.
- Shortlisted candidates will be asked to attend a panel interview which will involve a more in-depth discussion of their previous experience and professional competence in relation to the criteria set out in the Person Specification.
- Two professional references will be required in advance of the final interviews for shortlisted candidates. Please be assured we will not contact your referees without your permission to do so.

## Conduct and Probity

We must ensure that any individual appointed is committed to the principles and values of public service. The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and are set out in the Code of Conduct for Board Members of Public Bodies most recently updated in July 2019 ([here](#)).



# Recruitment Timetable

The following dates are indicative and may change. Candidates will be advised of the dates as they are confirmed.

ACTIVITY	INDICATIVE COMPLETION DATE
Campaign starts/advertisement goes live	Thursday 13 April 2023
Campaign closes (indicative time)	2300hrs 15 May 2023
Preliminary interviews with Odgers Berndtson	9 June 2023
Shortlist meeting	22 June 2023
Due diligence/referencing	7 July – 21 July 2023
Final panel interviews	26-27 July 2023
Ministerial fireside chat and approval	9 – 10 August 2023

During the period following appointment the successful candidate will be required to undertake familiarisation and orientation activities. Subject to obtaining all necessary approvals, the successful candidate will take up the post in September 2023.



# Terms of Appointment

## Appointment Term

- Your appointment as Chair of TRA will be made by the Secretary of State for Business and Trade
- The appointment will be for an initial term of three years – subject to contract. Reappointment may be considered but will be the exception rather than the rule.
- It should be noted that this post is a public appointment; Non-Executive Board members are not employees of the Crown, the Department for Business and Trade, or TRA. Such appointments are not normally subject to the provisions of employment law.
- Appointments may end prior to the conclusion of the period of appointment.

## Time Commitment

- Approximately 45 days per annum, including approximately 4-6 Board meetings per annum in Reading and as necessary in other locations as necessary.

## Remuneration

- £29,000 per annum - The fee is taxable through payroll, but the appointment is not pensionable.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.
- There is no entitlement to annual leave, public and privilege holidays or pension scheme.
- Reasonable travel expenses are paid, in line with TRA's policies.

## Location

- The Chair will be enabled to work hybrid, with access to the office base in Reading. There will be the need for travel to London and other locations as needed to fulfil the stakeholder engagement aspects of the role.

## Availability

- If successful, your start date will be subject to the security checks. This is expected to be September 2023.

## Confidentiality

- You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.



## Member Liability

The TRA will provide that where a Board member has acted honestly, reasonably, in good faith and without negligence they will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Board functions.

## Ineligibility or Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment.

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.



# Standards in public life, political activity, eligibility and conflicts of interest

## Standards in Public Life and Code of Conduct for Board Members of Public Bodies

Candidates must confirm that they understand the standards of probity required of public appointees outlined in the "[Seven Principles of Public Life](#)" (Nolan Principles) drawn up by the Committee on Standards in Public Life. The Seven Principles of Public Life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. They should also be familiar with the Code of Conduct for Board Members of Public Bodies.

### Declarations of Interest

- The purpose of these provisions is to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.
- Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.
- There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Board in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

### Political activity

- Members will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.
- The Political Activity Declaration contained with the supporting documentation will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

### Diversity Monitoring Form

We are committed to recruiting candidates that reflect the diverse communities we serve. To do this we ask candidates to fill out a diversity monitoring form which you will be asked to complete when applying online. Odgers Berndtson will also be able to send you a personalised link asking you to fill out the monitoring form should you have missed it. The information you provide will help us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates.



Diversity monitoring information will not be seen by the Assessment Panel assessing your application. Please note that the diversity monitoring form will not be shared with the panel and will be treated in strictest confidence.

However, you should note that political activity detailed in this form will be provided separately to the panel and may, if appropriate, be discussed with you during your interview.

## Candidate Declaration Form and References Form

It is a requirement of the appointments process that we ask interested applicants to declare the below activity as part of our due diligence. These comprise:

- Conflicts of interest and political activity needs be declared and completed as part of the due diligence process. Please note that Odgers Berndtson will also carry out searches of candidates' internet footprints, LinkedIn and Twitter profiles.
- Requests for references will be undertaken as part of the due diligence process.
- If candidates wish to be considered under the Disability Confident Scheme then please state this in the first sentence of the Supporting Statement.

## Disability Confident Scheme

We are a member of the Government's Disability Confident scheme.

We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people.

As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'minimum criteria,' we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert.

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

## Data Protection and Privacy Notice

### Odgers Berndtson

Information on Odgers Berndtson 'privacy policy' is accessible [here](#) and their 'terms and conditions' are [here](#).

### Department for Business and Trade

The Department for Business and Trade's privacy notice can be found on [gov.uk](http://gov.uk)

### Trade Remedies Authority

The Trade Remedies Authority takes its obligations under the General Data Protection Regulation (GDPR) seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The diversity monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded, please return the form incomplete. You will be able to access further information on TRA data protection and privacy notice [here](#).



Our data protection policy is in line with the requirements of the GDPR and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address, will be held by the Department for Business and Trade for a period of at least two years.
- If you submit an application form, the form and any supporting documentation will be retained for at least two years.
- Information held electronically, including your contact details and the monitoring information which you provide, will also be held for at least two years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Pippa Thorogood at [pippa.thorogood@trade.gov.uk](mailto:pippa.thorogood@trade.gov.uk)

## Office for Commissioner for Public Appointments

As referred to above, this appointment is regulated by the Commissioner for Public Appointments. OCPA regulates ministerial appointments to the boards of public bodies. The Commissioner's regulatory functions include monitoring compliance of the Governance Code; investigating specific complaints relating to appointment processes; and promoting equal opportunities and diversity in the procedures for making public appointments.

More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen on the [Commissioner for Public Appointments' website](#).

## Complaints

Part of the Commissioner's remit is to investigate candidate complaints in relation to the regulated appointment process.

Complaints should be raised with the appointing department in the first instance. If you feel you have reason to complain you should direct your concerns in the first instance to Pippa Thorogood, TRA Sponsorship Team in DBT, who will make every effort to deal with these and respond to you. Email: [pippa.thorogood@trade.gov.uk](mailto:pippa.thorogood@trade.gov.uk)

If, after investigation by the department, the complainant remains dissatisfied, they may then bring their complaint to the Commissioner for Public Appointments. Full details on how the Commissioner investigates candidate complaints can be found on the "Investigating Complaints" section of the Commissioners website ([here](#)).

Alternatively, please contact the Commissioner's office on 020 7271 6729/ 0207 271 3305 or email [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) for information on how to make a complaint.

You can contact the Commissioner at:

The Commissioner for Public Appointments

Room G/8

1 Horse Guards Road

London, SW1A 2HQ

Email: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)

Further information on the role of the Commissioner or the appointments process is available at:

[publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk).



# How to Apply

The application deadline is 2300hrs 15 May 2023.

The preferred method of application is online on the [Odgers Berndtson website](#).

If you are unable to apply online, please email: [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com)

All applications received by the closing date will be shared with and considered by the panel.

## How to apply: application stage

In order to apply you will need to provide:

1. A **Curriculum Vitae** which provides your contact details, details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any relevant publications or awards;
2. A **Supporting Statement** (no longer than two pages) setting out how you meet the criteria for appointment, as set out in the person specification for the role. Please note that the Supporting Statement is an important part of your application and is as much the means by which you will be assessed as your CV.
3. **Information relating to any outside interests or reputational issues**;
4. **Diversity monitoring information** which you will receive an email prompt to complete during the application process. This allows us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be used as part of the selection process and will not be seen by the interview panel;
5. **Disability Confident** – please state if you want to be considered for the disability confident scheme;
6. **Reasonable adjustments** - requests for reasonable adjustments that you would like to the application process (if applicable).

**Please provide the information at points 3-6 above on the relevant form, or as part of your Supporting Statement.**

Completed applications should be submitted online on the [Odgers Berndtson website](#).

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

## Due Diligence Process

For those candidates selected for preliminary interview, as part of the due diligence process, Odgers Berndtson will require the completion of a candidate declaration form and a references form. This comprises:

- Declaration of conflicts of interest or perceived conflicts of interest; previous conduct which could bring the reputation of the Department into disrepute; political activity; and,
- Requests for references



You should note that any declared political activity, conflict of interest will be provided to the panel and may, if appropriate, be discussed with you during interview. Please note that we will also carry out searches of candidates' financial probity, public statements, and publicly available social media profiles if invited to interview.

## Equality of Opportunity

The Department for Business and Trade and the TRA are committed to providing equality of opportunity for all candidates during the selection process, so that appointments are selected from the widest pool of talent available.

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact us in the first instance. If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com)

We are signed up to the Disability Confident scheme and if you wish to apply under this scheme, please confirm in your Supporting Statement. The forms are accessible via the published advert.

Applications will not be considered complete until the diversity monitoring form and candidate declaration are submitted.

## Application guidance

Please ensure your CV includes:

- Your full name, title, contact number and your personal email address.
- Maximum two sides A4, minimum 11 Arial black font, setting out your career history in chronological order, and including the dates you occupied these roles.
- Does not include any information that can identify children or any of your Sensitive Personal Data.

Guidance on Supporting Statement Format:

- The supporting statement is your opportunity to demonstrate to the Advisory Assessment Panel how you can demonstrate the skills and experience outlined above.
- Please provide subheading and separate paragraphs in relation to how you meet each criterion.
- Write all acronyms in full when first used.
- Ensure your full name and the title of the post are clearly noted at the top of your SoS.
- The maximum page limit for your Supporting Statement is two sides A4, minimum 11 Arial black font.
- Does not include any information that can identify children or any of your Sensitive Personal Data.

## Personal data



In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## Contacts

For a conversation in confidence, please contact: [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com)

### **IMPORTANT NOTICE FOR ALL APPLICANTS:**

**You will receive an automated acknowledgement once your application has been received.**

If you do not receive this receipt email, then your application will not have been successfully submitted. If you do not receive the acknowledgement email, please resend your application or contact us separately as soon as possible on the above email address.

We will keep candidates informed during the recruitment process.



# Annex I

## Frequently asked questions

- 1 Can I apply if I am not currently a civil servant?

Yes - this role is open to anyone who meets the essential criteria.

- 2 Will the role involve travel?

Occasional travel will be required as part of this role.

- 3 Where will the role be based?

Reading with occasional travel to London.

- 4 Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

- 5 What nationality do I need to hold in order to apply?

To be eligible for employment in this role you must be a national from one of the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth
- Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply. Further information on whether you are eligible to apply can be found on this [page](#).
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey
- Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

- 6 Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to SC level. More information about the vetting process can be found at the following [link](#).

7 What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include: allowing extra time during selection tests; ensuring that information is provided in an accessible format; or by providing training.

8 What do I do if I want to make a complaint?

The forms are accessible via the published advert.

The selection process will be carried out on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found [here](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact DBT Public Appointments Team at [ditappointments@trade.gov.uk](mailto:ditappointments@trade.gov.uk), [pippa.thorogood@trade.gov.uk](mailto:pippa.thorogood@trade.gov.uk) (from DBT TRA Sponsorship Team) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Office for the Commissioner of Public Appointments (as explained under the Complaints section above).

9 What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest please contact [simon.havers@odgersberndtson.com](mailto:simon.havers@odgersberndtson.com) before submitting your application.

10 Disability Confident Scheme

The Trade Remedies Authority is committed to providing equality of opportunity for all candidates during the selection process, so that appointments are selected from the widest pool of talent available.

We are signed up to the disability confidence scheme and as part of that commitment is that we guarantee an interview to any candidate who:

- has disclosed a disability as defined under the Equality Act 2010 (see definition below); and
- meets the essential criteria for the post(s) in question, as set out in the role advertisement.

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

If you wish to apply under the disability confident scheme, please state this in the first sentence of your Supporting Statement.

11 Equal Opportunities

We value equality and diversity in employment. We are committed to be an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. You have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.



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