**Annex A**

**Draft role specification**

DCMS is seeking to appoint new Non-Executive Board Members (NEBMs), including a new Chair of the DCMS Audit and Risk Committee. The successful candidates will exercise their role through influence and advice, supporting as well as challenging the Executive team and Ministers to continuously improve.

In DCMS we are lucky enough to work on some of the most exciting, positive and important policies for the future of the UK. We have a critical role in driving growth and enriching the lives of people and communities and supporting the UK’s world-leading sectors that contribute so much to our economy, way of life and our reputation around the world including supporting culture, arts, media, sport and civil society. We champion sport for all at every level; our world-leading cultural and creative industries; and enhance the cohesiveness of our communities. As a Non-Executive Member you will have the opportunity to help us shape what is an exciting agenda, particularly at a time when we are taking centre stage with events that shape our national identity and future.

Appointments will be made by the Secretary of State. NEBMs provide advice on the operational implications and effectiveness of policy proposals and support getting policy translated into results. Ministers alone will decide policy, with advice from officials.

The time commitment for both roles will be approximately 15-20 days per annum, including a minimum of four Departmental Board meetings per year.

Successful candidates will be appointed for a three-year term, with the possibility of reappointment for a further three years.

For more information on departmental boards and government non-executives please see: <https://www.gov.uk/government/publications/non-executive-directors>

**Key responsibilities of Non-Executive Board Members**

Non-executives bring external experience and expertise to the decisions and processes of the DCMS Board by providing collective strategic leadership to the department. Exercising their role through influence, scrutiny, challenge and advice, they act as a trusted sounding board to the Secretary of State and Permanent Secretary, as appropriate, on any specific agreed specialist areas and other matters more generally. This includes:

* Reviewing business plans and challenging progress;
* Scrutinising and challenging departmental performance reporting;
* Providing advice on issues within their remit;
* Supporting, scrutinising and challenging departmental projects and how they are prioritised and aligned with ministerial ambition and providing advice to the executive team on delivery;
* Support the department to deliver its plan by providing independent scrutiny, support and assurance;
* Providing strong and constructive challenge and supporting the executive team to ensure that they deliver the approved strategy and discharge their leadership responsibilities;
* Advising on the operational/delivery implications of policy proposals and undertaking deep-dives into potential risks and mitigations, to inform the department’s decision-making process;
* Advising and supporting ministers and senior officials in influencing cross-government initiatives and policies;
* Participating in the Board’s annual effectiveness review and ensuring the Board acts on recommendations and builds its own capability;
* Building and maintaining effective working relationships with a broad range of networks and stakeholders;
* Attending occasional government-wide meetings for non-executives to share best practice.

**Person Specification:**

Essential Criteria

All candidates will need to demonstrate in their application that they meet the majority of the following essential criteria to a high standard:

* a demonstrable interest in at least one of the DCMS sectors, with an understanding of challenges and the ability to scrutinise and work with the department on policy issues;
* proven senior leadership, with the ability to operate at board level and contribute to change management and setting strategy;
* ability to contribute to the effective running of the Department, including in ensuring its effective governance;
* sound judgement and a high level of integrity (including when dealing with confidential or sensitive issues); and
* the ability to act as an ambassador for DCMS, inspiring confidence with a wide range of stakeholders both in formal environments (such as Board meetings) and in less formal environments (such as one-to-one meetings with Executives).

Candidates for the Audit and Risk Committee Chair role will also need to demonstrate the following expertise:

* Financial scrutiny: Board-level experience of sound financial, risk and performance management, approving and scrutinising the allocation of resources to achieve plans using clear, consistent, comparable performance information. Good understanding of the role of audit and other controls in the financial sphere.
* Risk management: Significant experience of assessing and managing risks, including high risk and high value projects and risks with a public interest element.

The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all non-executive board members of UK public bodies must abide by the principles set out in the [Code of Conduct for Board Members of Public Bodies](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409604/code-of-conduct_tcm6-38901.pdf). The seven principles of public life set out in this Code are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (detailed in full at the end of this pack).

**Role of the DCMS Departmental Board**

The Departmental Board forms the collective strategic and operational leadership of the Department, bringing together the Ministerial and Civil Service leaders with senior non-executives from outside government.

It provides advice and challenge to the department and its Ministers on strategic and operational issues. It has an advisory rather than a decision-making role. The Board is governed by the Corporate Governance Code.

The scope of the Board is performance and delivery, providing the strategic leadership of the department, advising and supporting on the operational implications and effectiveness of policy proposals, and focusing on getting policy translated into results.

The Board is responsible for ensuring the department has strategic clarity, for oversight of commercial decision making, keeping the department focused on results and scrutinising management information.

**Additional information**

**Term**

These appointments will be for a term of three years with the possibility of re-appointment.

**Time required**

Approximately 15-20 days per annum, including a minimum of four Departmental Board meetings. All meetings are usually held at 100 Parliament Street, London. All non-executives are invited to one non-executive conference per year, co-ordinated by the Cabinet Office and the Government Lead Non-Executive.

**Remuneration**

The Role of NEBM is remunerated at £15,000 per annum. The Audit and Risk Chair receives £20,000 given the additional responsibilities of the role. Approximately one third of current Government NEBMs waive their remuneration or donate all/ part to charity. NEBMs on departmental boards are not employees and they do not benefit from temporary civil service status.