



Department  
for Culture,  
Media & Sport

**SCIENCE  
MUSEUM  
GROUP**

**APPLICANT PACK**

# Chair Science Museum Group

# Introduction

The Prime Minister wishes to appoint a Chair to the Board of Trustees of the Science Museum Group (SMG) to succeed Dame Mary Archer whose term of office as Chair comes to an end in December 2023.



# Science Museum Group (SMG)

SMG is the world's leading group of science museums, including the Science Museum (South Kensington, London) the Science and Industry Museum (Manchester), National Science and Media Museum (Bradford), the National Railway Museum and Locomotion (York and Shildon) and the National Collections Centre (Wroughton).

SMG shares its unparalleled collection of over seven million objects spanning science, technology, engineering and mathematics (STEM) with over five million visitors each year, in addition to over 650,000 school visits and a huge digital audience. SMG also has an extensive national and international programme of exhibitions, research, skills sharing and consultancy.

SMG was established under the National Heritage Act 1983 with its own Board of Trustees. It operates within the public sector but at arm's length from its sponsor department, the Department for Culture, Media and Sport (DCMS).



c. 1,050 Staff



National



Since 1983



# The Chair Role

SMG has a clear and ambitious vision for the future as it recovers from the global pandemic.

With this in mind, candidates will bring leadership experience gained in an organisation of similar size or status, a strong understanding of corporate governance, and the ability and influence to act as an advocate and an ambassador for SMG with a diverse range of stakeholders.

You will adhere to the Seven Principles of Public Life, the 12 Principles of Governance and The Code of Conduct for Board Members of Public Bodies.



# The SMG Board

The main functions of the SMG Board of Trustees are:

1. To provide clarity of strategic direction for each of the museums in the group
2. To ensure the museums have the necessary resources (both people and financial) to deliver the desired objectives including transformative programmes across the SMG portfolio
3. To oversee the prudent stewardship of our national assets:
  - a. Care for the collections and the museum estate
  - b. Proper and efficient use of our public funds
  - c. Effective risk management, governance and control
  - d. Compliance with relevant laws and regulations
  - e. Due focus on the objectives of the Secretary of State for Culture, Media and Sport
2. To build the external reputation of the museums.



# Time Commitment

The Board of Trustees meets for quarterly meetings taking place in March, June, October and December, plus a full-day strategy session (usually taking place at one of SMG's sites in October). In addition to the four regular Board meetings, the candidate would need to have sufficient time resource to:

- Attend an initial induction programme: initially at the Science Museum in South Kensington, and, over a period of time, visit other SMG sites.
- Study papers ahead of meetings.
- Attend a number of evening or day events at SMG sites.
- Periodically meet with and maintain the key working relationship with the SMG Director and Chief Executive.
- Occasionally represent SMG at meetings with Ministers.



# Essential Criteria

All candidates will need to demonstrate in their application the following essential criteria to a high standard:

- Ability to chair a large and complex organisation, and the ability to think and work strategically.
- An understanding of and enthusiasm for Science Museum Group's work, along with a commitment to its objectives and values.
- The ability to act as an advocate and ambassador for the Science Museum Group with government, senior policy makers, donors, sponsors, supporters, and customers.
- Good communication skills and a proven ability to work constructively with the other Trustees and wider stakeholders.
- A commitment to preserving cultural heritage, and improving understanding and education of STEM.
- A commitment to improving opportunities for people throughout the UK, and access to people from low socio-economic backgrounds.

# Desirable Criteria

- An understanding of the wider public environment in which the Science Museum Group operates.
- An understanding of the need to build self-generated income, a willingness and ability to support fundraising initiatives including access to networks which will facilitate fundraising.



# Key dates

OPEN FOR  
APPLICATIONS



**20 April**

DEADLINE FOR  
APPLICATIONS



**18 May**

PANEL SIFT



**w/c 5 June**

INTERVIEWS



**w/c 3 July**

## **Advisory Assessment Panel**

- Ruth Hannant and Polly Payne- Interim Permanent Secretaries of DCMS (Jobshare) - DCMS Panel Chair
- Lizzie Noel - Senior Independent Panel Member
- Dame Carol Black - Chair of The British Library - Additional Panel Member

## Diversity and inclusion

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

We try to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you wish to apply under this scheme, either state this in the covering email or letter when submitting your application or contact the team. This will in no way prejudice your application.

### **Reasonable adjustments**

If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the covering email or letter or communicate with the public appointments team, who will be happy to discuss this with you.





## STEP 1

### **CV**

on no more than 2 sides  
of A4



## STEP 2

### **Statement of suitability**

Describe how you meet  
the criteria for this role.



## STEP 3

### **Equality information**

and information relating  
to any **outside interests**  
**or reputational issues**

# Apply Online

<https://apply-for-public-appointment.service.gov.uk/roles>



This appointments process adheres to the Cabinet Office Governance Code on Public Appointments, which is regulated by the Commissioner for Public Appointments.

### **Eligibility Criteria**

You cannot be considered for a public appointment if:

you become bankrupt or make an arrangement with a creditor

your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;

you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;

you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);

you become subject to a debt relief order or a bankruptcy restrictions order;

you fail to declare any conflict of interest.

### **Conflicts of Interest and Due Diligence**

If you have any interests that might be relevant to the work of The Science Museum Group, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, 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 Advisory 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.

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 Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.



Public Appointments Team

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Campaign Manager: Fi Darcy

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Contact Us