



UK Research  
and Innovation



# UK Research and Innovation (UKRI)

Non-Executive Directors

Candidate Pack  
April 2023



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## Foreword

Dear Candidate,

Thank you for your interest in the role of Non-Executive Director / Board Member of UK Research & Innovation (UKRI).

The Government is strongly committed to ensuring the continued success of the UK's excellent research base and of our leading universities, research institutes and innovative businesses. This is no better demonstrated than with the recent creation of a new department of state specifically to champion these areas - the Department for Science, Innovation and Technology (DSIT).



DSIT exists to ensure the UK builds its status as a science superpower and UKRI is our key partner organisation helping us to deliver this mission. UKRI was established as a new organisation in April 2018 and brought together the seven Research Councils, Innovate UK and direct research funding for universities under one body with one Board.

UKRI is the UK's largest public funding body for science, research and innovation with a budget of £25.1 billion over the current spending review period to 2024-2025. This funding is partly allocated to its Councils to disburse across their disciplinary sectors and partly to cross-cutting programmes working across disciplinary boundaries. UKRI and its Councils also oversee a large estate of national science institutes and infrastructure from labs, research ships and planes to data centres, synchrotrons and Antarctic bases.

All of this activity is steered and overseen by the UKRI Board, which is responsible for guiding and challenging the UKRI executive across its wide and diverse delivery portfolio. As a UKRI Board Member, you will bring your unique skills and experience to help ensure the effective governance, accountability and efficiency of UKRI's operations and the successful pursuit of its objectives.

DSIT is committed to fair and open recruitment processes across all the public appointments that we make. We actively encourage and hope to see applications from across the UK, and from a wide range of diverse backgrounds. Should you need any further assistance, my officials would be happy to talk to you about this and other senior roles in the public sector.

I trust you will find the information enclosed in this job pack of interest and we look forward to receiving your application.

**Jo Shanmugalingam**  
**Panel Chair**



## About UKRI

### The UKRI context

[UK Research and Innovation \(UKRI\)](#) is the UK's largest public funder of research and innovation. We invest more than £8 billion annually to advance our understanding of society and the world around us and deliver benefits for society, the economy and the environment.

Our organisation comprises nine councils – the UK's innovation agency, Innovate UK, the seven disciplinary Research Councils and Research England, which is responsible for supporting research and knowledge exchange at higher education institutions in England. As a UK-wide organisation we work across the four UK nations and with the devolved funding bodies and governments to understand and support different priorities that span research and innovation in different parts of the UK.



Through our Councils and the critical national capabilities provided by our centres, units and institutes, we deliver, support and champion the creativity and vibrancy of research and innovation in the UK, for the benefit of society.

UKRI is a non-departmental public body sponsored by the Department for Science, Innovation and Technology (DSIT).

Find out more in our new 5-year strategy, [Transforming Tomorrow Together](#)



## Environment & Offices

UKRI has many locations across the UK and the world. Our head office is based in Swindon, with two other main administration offices in London and Bristol. In response to the COVID-19 pandemic, these offices were closed leading to many colleagues to work from home. Listening to our employees, UKRI has now adopted hybrid working. Hybrid working means that most of our staff will work part of the time from UKRI locations and part of the time remotely, although the degree to which they can do this will vary depending on their different roles and activities.

### A gradual approach

Since we are a hugely complex and multi-faceted organisation, there is not a single model of hybrid working that will work for everyone. We have therefore adopted a gradual phased approach, so that we can learn from our experience what works best for each role, activity and location. We are actively encouraging team leaders, in consultation with their Senior Leadership Teams, to experiment with and evolve hybrid ways of working that are appropriate for them.



As of June 2022, we have been using the learning to plan for longer term changes to our office space and other working environments at different locations; and to consider whether we need any additional locations.

We believe that the way we are structured and the flexibility of how our teams handle their work makes us one of the more attractive employers for managing work/life balance and caring responsibilities.



## About the Role

We are at one of the most important, exciting and challenging times in the history of global enterprise. Powered by new technologies, the way we live and work is being transformed across the world at an unparalleled pace. The United Kingdom is uniquely well-placed to benefit from and take its part in leading this new industrial revolution. We are an open and enterprising economy, built on invention, innovation and competition. Our universities and research institutions are amongst the best in the world.

UKRI has a vital and strategically important role in this, through the aligned deployment of a unique set of levers covering all disciplines and all sectors. Through leading the overall strategic direction of research and innovation funding and incentives in the UK, the organisation is pushing the frontiers of human knowledge and delivering benefits for UK society, the economy and beyond, through world-class research and innovation.

UKRI was established in 2018 through a joining of seven research councils, Research England, and Innovate UK. With a combined budget of £25.1 billion for the next three years to fund ground-breaking research, innovation and new enterprise growth, our combined strength and cross cutting capabilities mean we play a critical part in delivering key Government strategies including the Innovation Strategy. This will require us to become much more proactive, flexible and agile as an organisation, with the risk appetite needed to seize new opportunities.



The organisation's mission is supported by an exceptional Board of experts and thinkers within their respective fields, including leaders from industry, academia, and government. We are now seeking to appoint up to five Non-Executive Directors to bring complementary expertise and insights to our Board. We are looking for exceptional candidates who can bring intellect, challenge, creative insight and fresh thinking, from across the various sectors mentioned within the essential criteria .

As a major funding organisation that plays a critical role in stimulating enterprise growth and new ventures across the UK, we are particularly interested in leaders with diverse and highly successful backgrounds from all parts of the UK. We are also keen to welcome leaders with international perspectives onto the Board. The diverse composition of our board is of critical importance to UKRI and its objectives.

Hear more about what it means to be a member of our Board from two of our current Non-Executive Directors, [Ruwan Weerasekera](#) and [Priya Guha](#). (Password: Swindon)



## Your skills and experience

The UKRI Board is expected to provide clear strategic direction and oversight, promoting the importance of UK research and innovation, and supporting the senior leadership team of the organisation to embed effective ways of working across UKRI.

We are seeking to complement the [current Board](#) by appointing candidates that can demonstrate the following experiences and attributes.

### Essential Criteria

|   |
|---|
| Applications must demonstrate the essential criteria below:   |
| 1. A strategic and dispassionate mindset with excellent listening, influencing and communication skills, intellectual capacity, and inquisitiveness |
| 2. A keen interest in the public services with proven experience in developing, communicating and delivering a clear and strategic vision           |
| As well as demonstrating experience in one or more of the following:  |
| 3. Internationally recognised research record within the Arts and Humanities, Social Sciences or Medical Sciences disciplines                       |
| 4. Global research, innovation or commercial sectors  |
| 5. Experience of delivering significant cultural change and organisational development within large organisations or academia                       |
| 6. Significant financial management experience and a strong understanding of commercial and business issues   |
| 7. Experience in public health/aging/wellbeing or infectious diseases   |
| 8. Significant senior leadership within the higher education sector   |
| 9. Experience in strategic communications.  |



## Terms of Appointment

**Appointment Term:** An initial period of up to 4 years

**Remuneration:** £9,180 per annum based on a day rate of £459. Please note, remuneration and expenses are taxable

**Time Commitment:** 20 days per annum

**Location:** Board meetings take place in London and Swindon, and are attended in person. It is also the case that up to three meetings per year will take place in other locations across the UK

**Nature of Appointment:** This is a Public Appointment by the Secretary of State for Science, Innovation and Technology. The post holder would be an officeholder and would not be an employee of UKRI

**Availability:** Successful candidates 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

## Timescales and Selection

The selection process will consist of an interview and presentation. Please note, candidates may also be required to complete a short, written piece as part of their application.

Interviews will take place in London.

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|---|---|
| The timeline for this campaign is indicative and therefore subject to change. |   |
| Advert Closes   | 23:59 Sunday 11 <sup>th</sup> June 2023 |
| Panel Sift  | TBC – expected July 2023                |
| Panel Interview   | TBC – expected August 2023              |
| Candidates Notified of Outcomes   | TBC – expected September 2023           |
| Appointment Confirmed   | TBC – expected October 2023             |

The members of the Advisory Assessment Panel are:

- **Panel Chair and DSIT Representative:**  
Jo Shanmugalingam (Director General, Science, Innovation and Growth - DSIT)
- **Representative of the Organisation:**  
Sir Andrew Mackenzie (Chair - UKRI)
- **Representative of the Organisation:**  
TBC



- **Independent Panel Member:**  
Professor Shearer West (Vice-Chancellor and President of the University of Nottingham)

Please note, the role holder will be required to have the appropriate level of security screening/vetting required for this role. UKRI reserves the right to run or re-run security clearance as required during the individual's time with the organisation.

## How to Apply

Your application should be submitted in two parts.

Both parts must be submitted by **23:59 Sunday 11<sup>th</sup> June 2023** 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 submit your application via the UKRI Careers Portal ([click here to be taken through](#)) by **23:59 Sunday 11<sup>th</sup> June 2023**. You will need to supply:

- A curriculum vitae; and,
- A supporting statement

Your curriculum vitae and supporting statement must each be no longer than two A4 pages in length. Please ensure your documents are named as 'Surname, first initial – URN583 – UKRI Non-Executive Directors – CV/Statement of Suitability'.

Your Statement of Suitability should provide specific information about why you believe you would be suitable for appointment into a UKRI Non-Executive Director role and a flavour of what you would want to do in this role, if successful. Think about your knowledge, skills, experience, personal attributes, and vision for the organisation, and take full advantage of the space available. Use practical examples where possible and ensure you refer to the essential criteria for this role. Again, please aim for no more than 2 A4 pages.

Please note, you will only be assessed on the content of your CV and supporting statement, and not the 'experience' section of the application.

Should you have any problem with submitting your application via the UKRI Careers Portal, please do send an email to [publicappointments@ukri.org](mailto:publicappointments@ukri.org) with 'URN583 – UKRI Non-Executive Directors' in the subject heading. A member of our team will then be in touch.

Please note, to apply via the UKRI Careers Portal you will receive a notification confirming your profile has successfully been created (if you have not previously set up an account) and a second notification confirming your application for this role has been submitted. If you do not receive the second notification confirming your application for this role has been submitted, please contact [publicappointments@ukri.org](mailto:publicappointments@ukri.org), so we can ensure your application has been received.



**Part two:** Diversity Monitoring and Conflicts of Interest Form. Please click [here](#) to complete this form.

## Equality, Diversity and Inclusion

UKRI believes that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed within an ethical and trusted working environment that enables them to do so, and that is attractive and accessible to everyone who is interested in developing their career with us.

We are committed to increasing the diversity of our board and executive positions 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 also value diversity of thought and experience and are committed to creating systems that value difference so that everyone can feel welcomed, included and nurtured throughout their time with us.

**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 UKRI Senior Appointments team at [seniorrecruitment@ukri.org](mailto:seniorrecruitment@ukri.org)

We know actions speak louder than words. For further information, please visit the UKRI web page: ['How we support EDI in the workforce'](#)



## Annex A: Conflicts of Interest

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 the UKRI Senior Appointments team at [publicappointments@ukri.org](mailto:publicappointments@ukri.org)

## 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 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 DSIT Public Appointments team ([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 DSIT Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments.

The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the Governance Code on Public Appointments. The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments.

You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) or by post, as follows:

The Commissioner for Public Appointments

Room G/8, 1 Horse Guards Road

London, SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk)