

UK Space Agency
Audit and Risk Assurance Committee Chair
Non-Executive Members x3
Candidate Pack
Closing Date: 26 June 2023



If you have any questions, require further information, or would like this candidate pack in an alternative format, please contact the Public Appointments team at publicappointments@beis.gov.uk.



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Ministerial Foreword

Dear Candidate,

Thank you for your interest in the role of Non-Executive Member of the UK Space Agency (UKSA) Board.

UKSA is at an exciting point in its history, building a stronger role both domestically and internationally and has ambitious plans to deliver its strategy through delivering excellent space programmes, creating a world leading environment for the sector and making UKSA a brilliant place to work.

My Ministerial colleagues and I are committed to fair and open recruitment processes across all public appointments that we make. We proactively welcome applications from individuals of all backgrounds, including those from under-represented groups.

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.

If you believe you have the experience and qualities we are seeking to contribute to this important organisation, we very much look forward to hearing from you.

Viscount Camrose
Parliamentary Under Secretary of State



About the UK Space Agency (UKSA)

The UK Space Agency, an executive agency of DSIT, supports DSIT in the delivery of the strategic direction for the UK's civil space activities and provides funding and other support to grow the UK's space sector and foster ground-breaking science and innovation, with an aspiration to be a meaningful global leader in space. The Agency's work covers a broad spectrum of activity, from fundamental research into the origins of the universe to investment in down-to-earth uses of space, such as weather forecasting, telecommunications and safety-critical navigation.

The Agency's civil space programme is delivered in part through the UK contribution to the European Space Agency (ESA) – a non-EU intergovernmental organisation, which enables UK industry and academia to access a broader field of collaborative space programmes, expertise and facilities. This is complemented by national space investments to build domestic capabilities in high innovation technologies and scientific instruments, grow new commercial markets, and help space organisations access the skills and expertise they need to start and scale up - as well as a network of international partnerships linking industry with key markets overseas.

Further information about UKSA can be found here: <https://www.gov.uk/government/organisations/uk-space-agency>.

Audit and Risk Assurance Committee Chair Role

The Audit and Risk Assurance Committee is an advisory body to make sure the use of public money is visible by monitoring financial reporting and discipline. The audit committee's role is to support the Board and the chief executive in their role as Accounting Officer. The Audit and Risk Assurance Committee Chair will be responsible for ensuring the effectiveness of the Committee, including responsibility for the business of the committee and ensuring appropriate reports are prepared for the Board and Accounting Office.

Responsibilities of the Audit Committee:

- Overseeing the work of the internal and external auditors;
- Making recommendations to the Steering Board and reviewing the annual financial statements before submission to the Steering Board; and,
- Assisting and advising the accounting officer on risk, control, governance and associated issues.

Audit and Risk Assurance Committee Chair, Person Specification

Essential Criteria:

- A professional qualification in financial and risk management.
- Experience of audit (including complex projects) in the public, private or voluntary sector.
- Ability to provide strategic advice and challenge in corporate handling of Agency risks and prioritisation against limited resources.

Desirable Criteria:

- Senior level commercial experience, ideally within the space sector.
- Leadership of organisational transformation, ideally in a government context.
- The ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources.
- Experience of utilising public funds to achieve value for money.
- Experience in communicating research, or specialist information in a space related or scientific field.

Non-Executive Board Member Role

The Board monitors performance against targets, and risks, within the strategic objectives set out in the Agency's Corporate Plan. The Board provides guidance to the Chief Executive and their senior executive team on the operation and development of the UK Space Agency and is expected to fulfil this aspect using the benefit of their collective external experience through advice and constructive challenge.

Responsibilities:

- Advise on external drivers, strategic direction and development of targets, within the framework of the UK Space Agency's objectives, DSIT and wider Government objectives;
- Bring an external perspective to provide a strategic challenge on the business and corporate plans and review and endorse the annual report and accounts for submission by the Accounting Officer;
- Advise on and provide independent assessment of performance, including process of setting of targets and performance against them;
- Advise on major business developments which imply a significant change in the Agency's role or activities and on its exposure to and management of risk; and,
- To advocate and advise in relation to the promotion and awareness of the work of the UK Space Agency with stakeholders and partners.

Non-Executive Member Person Specification

Essential Criteria:

- Senior experience in the space sector; understanding the space sector's contribution to society and to the economy, including its potential applications and impacts and the barriers and opportunities that exist in realising these.
- Experience of leadership and successful delivery of major private sector projects or major government projects and programmes.
- Academic/research expertise, or equivalent expertise through career experience, in the space or science sector.

Desirable Criteria:

- Senior level commercial experience, ideally within the space sector.
- Leadership of organisational transformation, ideally in a government context.
- The ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources.
- Experience of utilising public funds to achieve value for money.
- Experience in communicating research, or specialist information in a space related or scientific field.

Terms of Appointment

Appointment Term: An initial period of 3 years.

Remuneration:

- Audit and Risk Assurance Committee Chair: £10,000 per annum
- Non-Executive Members: £8,000 per annum
- Remuneration and expenses are taxable.

Time Commitment:

- Audit and Risk Assurance Committee Chair: 22 days per annum
- Non-Executive Members: 20 days per annum

Location: Meetings in London, Harwell, Swindon and industry/research locations as required.

Nature of Appointment: This is a Ministerial Appointment by the Secretary of State for Science, Innovation and Technology. The post holders will be officeholders and not be an employee of the Department or the UK Space Agency.

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 Baseline Personnel Security Standard (BPSS) level. Further details can be found here <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>.

How to Apply

Applications must be submitted **by 23:00 on 26/06/2023**. Applications received after this date will **not** be considered

Part one: In order to apply you will need to [create an account](#) or [sign in](#). Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide;

- A Curriculum Vitae (CV)
- A supporting statement
- Equality information
- Information relating to any outside interests or reputational issues

Please declare within your personal statement which role you would like to apply for. If you would like to be considered for both roles, please state this.

We will ask you to check and confirm your personal details to ensure your application is accurate.

Part two: Diversity Monitoring and Conflicts of Interest Form. [Please click here to complete this form](#). You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

Assessment Panel, Process and Timeline

Candidates will be sifted and interviewed by an Advisory Appointment Panel (AAP). Scoring at sift and interview is based on the criteria set out in the Person Specification. The AAP will determine which candidates are appointable.

The Secretary of State will appoint on merit from the list of appointable candidates.

The members of the AAP are:

Panel Chair and Partner Body Representative - Lord Willetts, UKSA Chair

Departmental Representative – Dr. Kathy Bass, Head of Space Strategy, Department for Science, Innovation and Technology

Independent Panel Members - Gabriel Elefteriu and Joanne Wheeler MBE

Date	Actions
26 th June 2023	Application Deadline
w/c 14 th August 2023	Shortlisting
w/c 16 th October 2023	Interviews
December 2023	Successful candidate notified
January 2024	Appointment announced

The above timeline is indicative and subject to change. Please check the advert [here](#) for further details.

Equality, Diversity and Inclusion

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 the 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 adjustments prior to submitting your application, please contact publicappointments@beis.gov.uk.

Annex A: Conflict 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.

Annex B: The Seven Principles of 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 Public Appointments team at publicappointments@beis.gov.uk who will make every effort to deal with these and respond to you within 48 hours.