



Ministry
of Defence

Public body logo here

**DSEC Independent Member
Information pack for applicant**

Closing date: 28/06/2023 23:00

**Reference: 7460_DSEC_Member *please
quote on all correspondence***

  **disability**
  **confident**

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Equal opportunities

MOD is committed to be an equal opportunities employer. We value and welcome diversity. The appointment(s) will be governed by the Principle of Public Appointment based on merit with independent assessment and transparency of process. Candidates may come from a wide range of backgrounds and experience although the successful candidate(s) will need to demonstrate that they meet all the criteria for this appointment(s). Applications from women, ethnic minorities and disabled people will be welcomed.

Disable Confident Scheme (DSC)

MOD actively encourages applications from disabled people. As part of this, MOD along with several departments have committed to the Disable Confident Scheme (DCS). One of our commitment is to offer an interview to all disabled applicants who meet the minimum criteria for the role(s). This gives them the opportunity to demonstrate their abilities at the interview stage. To be eligible for DCS the candidate must have a disability, as defined by the [Equality Act 2010](#). Further definition can be found on the [Cabinet Office website](#).

Message to candidates

The Ministry of Defence's Chief Scientific advisor would like to invite you to apply to join our Defence Science Expert Committee. As can be seen in the Integrated Review of Defence, Security and Foreign policy, S&T is at the heart of Defence's priorities to seize a decisive technological edge over our adversaries. MOD is looking to build upon its excellence in innovation and S&T to become a Great Scientific Department with S&T and evidence at the heart of all the big decisions it will need to make. The DSEC is a vital contributor to MOD's success, drawing on world class expertise within the UK from within academia and industry through offering independent advice, challenge and guidance on steering MOD into an increasingly complex and contested technological future. While primarily drawing on science, technology, engineering, analysis and mathematics expertise, we are keen to expand the diversity of advice we receive including from areas that you may not traditionally feel are core Defence needs. If you feel that your areas of expertise could offer a refreshing and unusual perspective to Defence we are particularly keen to hear from you.

Dr Christopher Cooper

DST Hd Scientific Advice

The Role and Person Specification

DSEC is the Ministry of Defence's (MOD's) key source of independent advice on non-nuclear science, technology, engineering, analysis and mathematics issues, and is an Expert Committee reporting to the MOD Chief Scientific Advisor (CSA), supporting the derivation and delivery of the Department's Science and Technology (S&T) Strategy.

DSEC is comprised of an Independent Chairman supported by up to 10 Independent Members drawn from senior academic and industrial communities. All are specialists in a branch of science, engineering, technology, analysis or medicine of relevance to defence and security, and have proven ability in working on Boards or Committees. The Committee also contains senior MOD officials, including CSA, who keep the Committee abreast of developments in MOD and facilitate contacts within MOD and the wider S&T enterprise.

The primary role of DSEC Independent Members is to provide independent, objective, timely advice, based on their own knowledge and experience. They are appointed in a personal capacity, not as representatives of their employer or any other organisation. They are all security cleared before being appointed, allowing them access to sensitive material.

Person specification

We seek 6 DSEC Independent Members who can bring their S&T experience to bear on defence S&T policy, strategy and impact. The Independent Members will also provide challenge and insight into the S&T commissioned by CSA's team and delivered via the Defence Science and Technology Laboratory (Dstl) and the broader defence industry. We invite applications from across the academic and industrial communities.

Successful applicants will be able to demonstrate a good understanding of how science, technology and innovation across the supply-chain can be applied to the needs of Defence and will provide strong evidence of a number of core skills within specific areas. We welcome applicants with expertise in all areas of science and technology, engineering, analysis and mathematics, and from candidates in other disciplines who can demonstrate they meet the selection criteria for the role.

Innovation will thrive if there is a rich mix of skills, experience, thought and approach in our people. We are passionate about diversity and would particularly welcome applications from people in under-represented groups. Please get in touch to have an informal chat.

PLEASE NOTE: To ensure suitable independence from the MOD, former MOD employees (including its Agencies and the Armed Forces) may not normally be considered for appointment to Committee until at least 12 months after their MOD employment has ceased.

The successful candidate must abide by the Seven Principles of Public Life (Annex A) and the Code of Conduct for Board Members¹.

¹ <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

Essential criteria

Essential criteria

Candidates must demonstrate the following essential criteria:

The successful candidate will be able to demonstrate that they are an expert in their field, for example through overseeing an active research portfolio, their record of technical achievements in industry, or their leadership of corporate technology and engineering strategies or functions. The successful candidate will be recognised by their peers for their expertise in their field and have a track record of challenging the status quo and influencing senior decision-making at all levels of an organisation.

The successful candidate will meet one of the following criteria:

- be a Corporate Fellow; or
- hold a technical leadership position e.g. Chief Technical Officer; or
- be a Fellow of a scientific or technical professional body; or
- hold a permanent or honorary academic position; or
- hold a prestigious long term Fellowship.

The successful candidate will have evidence of:

- delivering fundamental research or applied research and development (R&D), and innovative thinking in STEAM (Science Technology Engineering Analysis and Mathematics), medicine and/or humanities;
- being innovative in the application of research and/or successful pull-through of R&D;
- real science and technology impact via business or social outcomes;
- successful outcomes within a multidisciplinary Board or Committee environment;
- their strong, collegiate interpersonal skills, including their ability to work collaboratively with committee members and senior stakeholders and to actively and constructively contribute to discussions;
- applying their specialist knowledge, authority, knowledge, and breadth to complex and multi-faceted issues of defence relevance;
- their logical and objective thinking to critically analyse, synthesise and evaluate evidence and information from diverse sources, identify key issues and make effective impartial and balanced decisions; and
- their ability to challenge established thinking and provide insight to problems related to the future of Defence.

Security requirements

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [developed vetting](#).

Terms and Conditions of Appointment

This is not an offer of employment. Such appointments are not normally subject to the provisions of employment law.

Time commitment and Remuneration

The post requires a time commitment of approximately 15-20 days a year, for which the daily fee is £380.00 per day/£190.00 per half day.

The Committee meets three times a year via MS Teams or at various locations around the country, with additional commitments from members dependent on the schedule of activities that they support, typically totalling 15-20 days of work per member each year. The appointment is not pensionable.

Reasonable travel and subsistence expenses will be reimbursed in line with MOD policy.

Appointment term

The appointment will be for a period of 3 years. There may be a possibility of re-appointment, subject to a satisfactory annual appraisal of performance assessed by the DSEC Chair, and MOD CSA. Likely start date January 2024.

Location

Meetings are usually held at MOD Main Building, London or via VTC. Occasional travel to other locations may be required.

Termination of Appointment

The successful candidate(s) may resign at any time by notice in writing to MOD CSA. Subsequently, MOD CSA can remove you from office if you fail to perform the duties required in line with the standards expected in public office.

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.



Who we are?

The Ministry of Defence (MOD) is made up of 18 organisations: Head Office, four Military Commands, the Defence Nuclear Organisation and 12 Enabling Organisations. Head Office provides the Department of State function and political and military strategic direction for the Department.

There are four Military Commands that generate military capability and operate in accordance with Defence policy objectives as directed by Head Office. These are the Royal Navy, the British Army, the Royal Air Force and Strategic Command.

The Defence Nuclear Organisation manages the portfolio of Defence nuclear programmes. There are 12 Enabling Organisations that deliver activities to support Defence. Further information can be found on WWW.GOV.UK.

Purpose

The Defence Purpose is to protect the people of the United Kingdom, prevent conflict, and be ready to fight our enemies. To **Mobilise** to make the most of existing capabilities; **Modernise** to embrace new technologies to assure our competitive position and **Transform** to radically improve the way Defence does business.

The Role of the Committee

DSEC provides a key role in delivering systematic independent peer review of the Science and Technology (S&T) provided by both internal and external providers and provide a key role in supporting good assurance of the health of the scientific and technical capabilities required to support MOD's investment in research.

DSEC will provide advice and scientific assurance covering, but not limited to, the following:

- a. Challenge, and logical analysis of, topics of importance to the Department;
- b. Advice on the balance, strength, and appropriateness of the Department's investment in research, technology, training and innovation;
- c. Support to strengthen MOD's ability to identify and manage scientific risk across its business;
- d. Advice and support on MOD business where scientific principles are or should be applied;
- e. Advice and support to the Department in identifying:
 - i. STEAM and scientific risk, emerging threats and opportunities;
 - ii. Alternative ways of achieving military capability outcomes;
 - iii. Emerging innovative opportunities;
 - iv. Critical technologies and capabilities;
- f. Access to the broadest possible external STEAM networks including international partners where appropriate;
- g. Independent assurance and Peer Review of the S&T Portfolio and underpinning capabilities.

Members of the Defence Science Expert Committee (DSEC) have a collective responsibility for the operation of the Committee. They must:

- Engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible minister;
- Ensure that the code of Practice on Access to Government Information (including prompt responses to public requests for information) is adhered to;
- Agree and produce an Annual Report;
- Respond appropriately to complaints, if necessary, with reference to the sponsor department; and
- Ensure that the committee does not exceed its powers or functions.

Communications between the Committee and MOD CSA will generally be through the Chair, except where the Committee has agreed that an individual member should act on its behalf. Nevertheless, any committee member has the right of access to MOD CSA on any matter which he or she believes raises important issues relating to his or her duties as a committee member. In such cases the agreement of the rest of the committee should normally be sought.

The recruitment process

- ❖ The Recruitment Panel will sift and assess each application against the criteria, to produce a shortlist to invite to interview.
- ❖ The Recruitment Panel will then conduct interviews to ascertain which candidates are appointable to the role.
- ❖ Interviews are expected to take place via MS Teams. Further details about the format will be provided to you in advance.
- ❖ The Recruitment Panel's composition along with the indicative timetable for the recruitment can be found at the next page.
- ❖ The decision to appoint to this role rests with the MOD CSA.
- ❖ Candidates considered appointable may be invited to meet with MOD CSA.
- ❖ The successful applicant will be required to sign the Official Secrets Act and go through the appropriate security checks for this position.

The DSEC Secretariat will acknowledge receipt of your application and keep you updated on the progress of the competition. All candidates will be notified of the outcome of their application.

Indicative Timetable

Please note that these dates may be subject to change.

Closing date	28/06/2023
Short-listing meeting	Wk Commencing 03/07/23
Candidate interviews	Approx Mid July

Meeting with Chair	Expected post interview
Start/provisional date:	January 2024

Advisory Assessment Panel composition

Chair:	Prof Hugh Griffiths, Chair DSEC
Member:	Dr Chris Cooper, DST Head Scientific Advice
Independent:	<p>Independent Panel Member - Specialism Representative:</p> <p>Justin Fellows - Dstl Chief Scientist in Energetic Materials (explosives)</p> <p>Deborah Fish - Dstl Fellow</p> <p>Paul Caseley - Dstl Fellow</p> <p>Ian Youngs - Dstl Fellow</p> <p>John Wilkinson - Fellow</p>

Completed applications should be emailed to DBSCivPers-ResPublicAppts@mod.gov.uk by 28/06/2023 @23:00

How to apply and submit your application

If you wish to apply for this appointment, please supply the following:

- ❖ A **CV** (*maximum two sides A4, minimum font 12*) setting out your career history and including details of any professional qualifications.
- ❖ A **short supporting statement** in the Expression of Interest form (see below) (*maximum two sides A4, minimum font 12*) explaining how you meet the essential and desirable criteria (page page number). Make sure you refer to the contents of this information pack and provide specific examples which demonstrate proven and demonstrable expertise or ability. Please ensure your full name and the reference number are clearly stated at the top of your CV and additional papers.

- ❖ If you have a disability and require **reasonable adjustments** to enable you to attend for interview, please advise us when you return your application

Please note: it is your responsibility to ensure we receive your application by the closing date.

Further information

If you have queries about any aspect of this role, or you wish to have an informal discussion, then please contact

Catherine Lewis
DST-Ahd Advice and Assurance
Tel: 0300 161 1969
Email: DST-Strat-DSECOffice@mod.uk

<ul style="list-style-type: none"> ❖ Complete the Expression of Interest form including your supporting statement; contact details for two referees (by providing their details you are giving consent for us to contact them should you be successful at the shortlisting stage) and any conflict of interest (see further information below and Annex B). ❖ Note References will only be taken up if candidates are successful at shortlisting. You should ensure that they have given you their permission to share their names with us and for us to contact them when you include them in the EOI <p>If you are applying under the Disable Confident Scheme you will need to meet the minimum criteria for the role as determined by the AAP at sift. This will guarantee an invite to an interview. To ensure fairness, the AAP will not be informed of who has applied under the GIS until they have set the minimum criteria at the start of the sift meeting.</p>	<p>.</p> <p>If you have queries about the recruitment process, please contact the Defence Business Services, Public Appointments Team via email: DBSCivPers-ResPublicAppts@mod.gov.uk</p>
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Eligibility criteria

To be eligible for consideration the candidate(s) will need to be a UK National

The candidate(s) are/is expected to inform the MOD CSA if they intend to accept a prominent position in any political party and to understand that the appointment may be terminated if it is felt that the position is incompatible.

There are circumstances in which an individual may not be considered for appointment. If:

- ❖ You have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- ❖ You are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986;

- ❖ You are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- ❖ You have been removed from trusteeship of a charity

Conflict of interest and due diligence

If you have any interest that might be relevant to the work of the Defence Science Expert Committee and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in the **Expression of Interest form**. (Annex B in this information pack should help you to evaluate whether you have a potential conflict.) This includes other MOD Boards and Committees on which you are already appointed. If you have queries about this and would like to discuss further, please contact the DSEC Secretariat at DST-Strat-DSECOffice@mod.uk Tel: 0300 161 1969.

Given the nature of public appointments, it is important that those appointed as members of public bodies / Committees 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 AAP 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 etc. Any information found may be made available to the AAP who may wish to explore further with you should you be invited to an interview. The information may also be shared with Ministers and the Cabinet Office.

Data Protection and Privacy Notice

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.

The [MoD Personal information charter](#) contains the standards you can expect when we ask for, hold or share your personal information and your rights under the law. Further information can be found in the [DBS Privacy Notice](#) on the way the DBS Civilian Personnel, Resourcing processes your data in line with the charter.

Our data protection policy is in line with the requirements of the General Data Protection Regulation and Data Protection Acts. Our data protection officer can be contacted by writing to cio-dpa@mod.gov.uk.

Your initial contact details, including your name and address will be held by the DBS for a period of up to two years.

If you submit an application, that and any supporting documentation, will be retained by DBS for up to two years. Information held electronically, will also be held for up to two years.

If you would like these details to be removed from our records as soon as this recruitment campaign is completed, please write or email to DBS Public Appointments Team:

DBSCivPers-ResPublicAppts@mod.gov.uk

Dealing with your concerns

If you feel that you have any complaints about the way your application has been handled, please contact: Email: DBSCivPers-ResPublicAppts@mod.gov.uk

Annex A: The Seven Principles of Public Life

The candidate is expected to adhere and understand the standards of probity required of public appointees outlined below in the “Seven Principles of Public Life” drawn up by the Committee of Standards in Public Life.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising, in order to protect the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

The candidate is also expected to adhere to the [Code of Conduct for board members of public bodies](#).

Annex B: Conflict of Interest

Q1. What is a conflict of interest?

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 material might be relevant to the work of the public body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. A perceived inference of a conflict may, on occasions, be as damaging as the existence of a

real conflict. 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.

Q2. Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a Board member can be extremely damaging to the public body's reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

Q3. If I hold another Ministry of Defence appointment will it be considered a conflict of interest?

It will depend on the nature of the role you have and the one you are applying for. In some circumstances the relationship between the two may make it too difficult to put in place arrangements to manage the conflicts. In such circumstances you would have to decide which role you would want to step away from. To allow the Advisory Assessment Panel (AAP) to consider fully you should provide details of other MOD roles you have or may be applying for in the **Expression of Interest** form.

Q4. What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the **Expression of Interest** form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure of your circumstances constitute a possible conflict, you should still complete this section, in order to give the AAP as much information as possible. You might also find it helpful to discuss it with sponsor/ public body / Committee contact shown in the information pack

Q5. If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short listed for interview, the AAP will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the Board and how this might be managed, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the AAP believes that the conflict is too great and would call into question the probity of the Board or the appointment they may ask you to withdraw your application from the competition.

Q6. What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct of Public Life and we may terminate your appointment.

Q7. What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a Body covers and therefore does not realise that a conflict might exist. In some cases, the AAP, with their wider knowledge of the public body, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

Q8. What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the Board becomes apparent. The second is where a member is unfamiliar with the range of the work of the public body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the Board and the Chief Executive of the public body (if applicable) concerned, in consultation with the Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case would be considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the Board, if they would have to withdraw from a considerable amount of the public body's routine business. In such cases, the member may be asked to stand down from the public body.

Q9. Areas where a conflict could arise

There are five main issues, which could lead to real, or apparent, conflicts of interest. These are:

- Relevant pecuniary or other interests outside the organisation;
- Relationships with other parties/organisations which could lead to perceived or real split loyalties;
- Pending Government policy could give unfair personal advantage to people with allied business interests – for example access to privileged information – trade secrets;
- Perception of rewards for past contributions or favours;
- Membership of some societies or organisations.