



Home Office

**SECURITY INDUSTRY AUTHORITY  
MEMBER**

**Recruitment Information Pack**

**September 2023**



**INVESTORS  
IN PEOPLE**

**Bronze**

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## Welcome Note from Heather Baily, Chair of the Security Industry Authority

Dear Applicant,

Thank you for taking time to consider applying for the role of Non-Executive Director with the Security Industry Authority (SIA). This is a great opportunity to join a high caliber and motivated Board which offers a constructive and welcoming working environment.

The SIA is a high performing organisation with a strong track record of delivering change and improvements in the licensing of those working within the private security industry. This year, we embark on a new three-year corporate strategy to build on our work to contribute to greater public safety, with particular emphasis on supporting the government agenda to reduce violence against women and girls, reduce opportunities for acts of terrorism and minimise the opportunity for serious and organised crime to operate behind the mantle of private security companies. Our overall aim is to support greater public protection by raising standards across the private security industry, with both individual licence holders and businesses.

Our Board comprises of our Chief Executive and her Executive Director team together with our five Non-Executive Directors and myself as Chair. The departure of one of our current Non-Executive Directors creates a vacancy and an opportunity to augment our team with someone with new skills that will be required at Board level in the coming years. I am therefore now seeking to recruit an individual who will come from one of the following backgrounds:

- Board level experience within the private security industry with established experience of how the private security industry operates in a range of environments; or
- Senior Executive level experience of developing and delivering data and digital transformation, digital infrastructure and change including the use of data analysis to drive performance and improved customer experience.

The successful applicant will serve as a member of both our Audit and Risk Committee and the People Committee which has an ambitious programme of work to deliver our People Strategy. A priority for our Board is to support the work that Michelle Russell, our Chief Executive has commenced to continue to build a diverse and inclusive culture throughout our organization and to encourage the private security industry in its efforts to do the same. In support of this priority I am particularly keen to hear from colleague from diverse backgrounds which are traditionally less well represented at Board level, including those from all ethnic backgrounds and those from the LGBTQ+ community. As a UK wide regulator, I am also keen to encourage those who live and work in Scotland, Wales and Northern Ireland with the appropriate skills, to apply.

These are challenging and exciting times for our organisation and I do hope you will consider applying to join the SIA and share with us the next stage of our development.

**Heather Baily**  
**Chair, Security Industry Authority**

## About the Security Industry Authority

The SIA is the UK regulator responsible for overseeing and licensing the private security industry. It is an independent body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001. Its purpose is to protect the public through effective regulation of the private security industry and working with partners to raise standards across the sector. Its remit covers the United Kingdom. It is an arm's length body (ALB) of the Home Office.

### Role and Background

The SIA has two main duties. One is the compulsory licensing of individuals undertaking designated activities within the private security industry; the other is to manage the voluntary Approved Contractor Scheme, which measures private security suppliers against independently assessed criteria.

SIA licensing covers security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV, key holding and (in Northern Ireland) vehicle immobilisation. Licensing ensures that private security operatives are fit and proper persons who have appropriate entry training and are qualified to do their job.

The SIA's Approved Contractor Scheme sets out operational and performance standards for suppliers of private security services. Organisations that meet these standards are awarded Approved Contractor status. This accreditation provides purchasers of private security services with independent proof of a contractor's commitment to quality. The SIA is currently developing a new Business Approval Scheme.

The SIA also has an important role in contributing towards improved public safety outcomes in the wide range of environments where the private security industry operates. Together with key stakeholders, the SIA contributes to the national government aims to reduce crime, violence and disorder and the fear of crime.

The SIA is currently organised in three directorates: Licensing and Standards, Inspections and Enforcement and Corporate Services, which together with two other functional areas (Strategy and Governance, and Risk and Assurance) report into the Chief Executive. Each directorate is composed of several functional areas that are responsible for specific day-to-day operations.

Current SIA Non-Executive Directors are:

- Heather Baily – Chair
- Trevor Reaney
- Caroline Corby
- Alec Wood
- Zoe Billingham
- Simon James

### Further Reading

For detailed information on the SIA, the role of its Board and its activities, please refer to the SIA website: [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk). This includes the SIA's latest Annual Report and Accounts, its governance arrangements and its Corporate Plan.

## Role Description

**Job Title:** Security Industry Authority Member (Non-Executive Directors)

**Roles Available:** One

**Remuneration:** £9,160 per annum, based on up to 32 days worked

**Appointment:** A term of three years

**Location:** Non-Executive Directors are required to attend Board and strategy meetings at the SIA Headquarters in London and on occasion other parts of the UK. Committee meetings are a mix of in-person and online meetings.

**Reporting to:** Home Secretary, through the SIA Chair

### Key Responsibilities:

- Work with the Chair and other Authority Members in setting the strategic direction of the SIA, and ensuring the Authority discharges its statutory duties in line with the requirements of the Private Security Industry Act 2001, overseeing the timely production of realistic and costed business and forward plans.
- Ensure that the Senior Executive Team is held to account and systems are in place to enable them to discharge their responsibility effectively, monitoring and challenging performance, finance and the management of risk.
- In reaching Authority decisions, to take proper account of guidance provided by the responsible Minister or Home Office, and devolved administrations.
- Chair and participate in Board Committees and, as appropriate, working groups.
- Oversee the work of the Chief Executive in managing the organisation and its delivery programme.
- Play a key role in representing the SIA in communications with key stakeholders.
- Adhere to the code of practice for Members of executive NDPBs.
- Act in the public interest in accordance with the Seven Principles of Public Life - <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

## Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the other criteria listed in **Part Two**.

### Part One – Essential Criteria

- Successful track record of achievement in a Board-level or equivalent experience or ability to effectively contribute at Board level, think strategically and provide robust and reasoned challenge, as well as support.
- Ability to build positive, productive relationships internally and externally, including communicating with a range of stakeholders.
- Understanding of issues arising from delivering services and business improvements within a high profile and sensitive environment.
- Evidence of a good understanding of the wider issues relating to:
  - a) regulation generally;
  - b) regulation of the private security industry; or
  - c) a sector with similar characteristics.
- And either:
  - Senior experience within the private security industry, with an established track record of delivering positive outcomes which support greater public safety and an understanding of how the industry operates in a range of different environments, **or**
  - Senior Executive experience of developing and/or delivering data and digital transformation, digital infrastructure change to allow for improved use of data to drive performance and improved customer services.

### Part Two – Desirable Criteria

- An understanding of the private security industry.
- An understanding of the Scottish or Northern Ireland criminal justice system, public sector or Regional government.
- Experience of or an understanding of the current public safety issues related to tackling terrorism, reducing violence against women and girls or others who are vulnerable and safeguarding issues as they relating to our licensing responsibilities.

**Due Diligence:** Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

## Response Instructions

### The closing date for applications is 23:00, 02 October 2023

Please submit the following 3 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

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

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

- 1. A concise CV (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.**
- 2. A short supporting statement (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.**
- 3. Please complete and return via the site the form at Annex B (attached separately), relating to conflicts of interest.**

Please submit your application documents as 3 separate attachments and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information.

#### Please note the following:

- We cannot accept applications submitted after the closing date.
- Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.
- Applications will be acknowledged upon receipt.
- Feedback will only be given to unsuccessful candidates following interview.

#### Further Information:

If you have any queries about this role, please contact Hannah McCarthy at [Hannah.McCarthy@homeoffice.gov.uk](mailto:Hannah.McCarthy@homeoffice.gov.uk)

If you have any queries about the recruitment process for this role, please contact Ayokunle Dosumu on 07787221368 or email [ayokunle.dosumu@homeoffice.gov.uk](mailto:ayokunle.dosumu@homeoffice.gov.uk)

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages: <https://www.gov.uk/guidance/public-appointments>

## Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	Monday 2 October 2023
Short List Meeting	w/c 16 October 2023
Final Panel Interviews	w/c 13 November 2023
Meeting with Home Secretary (if required)	Expected post interview

## Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments<sup>1</sup>, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel for the Member recruitment will be chaired by Shehla Husain (Head of Public Protection Unit, Home Office), and consist of Heather Baily (SIA Chair), Mark Goodfellow (Director of Safer Communities, Department of Justice, Northern Ireland) and Mick Creedon QPM as the Independent Panel member.

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

The final decision to appoint to these roles' rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

***We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.***

**Please note:** Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/578498/governance\\_code\\_on\\_public\\_appointments\\_16\\_12\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf)

## Terms of Appointment

**Nature of Appointment:** You are not an employee of the Home Office or the SIA. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

**Appointment Term:** Your appointment as an SIA Member (Non-Executive Director) will be made by the Home Secretary.

- The appointment will be for a term of three years.
- Re-appointments can be made at the end of the period of office depending on length of term served, at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; SIA Members are neither employees of the Crown, Home Office nor of the SIA.
- Appointments may be terminated prior to the conclusion of the period of appointment.

### Remuneration:

- Members will receive £9,160 per annum, the remuneration is taxable through the SIA payroll, but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on SIA business at rates set by the SIA.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

**Time Commitment:** A Member has an expected time commitment of up to 32 days attendance.

**Location:** Some committee meetings and preparation work for Board meetings is undertaken remotely. Outside of this, members will be required to attend meetings at the SIA London office in, Canary Wharf, and regionally as required, including Northern Ireland, Scotland and Wales.

**Availability:** The successful candidates will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

**Security clearance:** The successful candidates will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

**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 during official duties, and not to disclose information which is held in confidence.

**Disqualification for appointment:** There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

**Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk)**

**Standards in public life:** You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 13).

**Registration of interests:** The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

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

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the SIA in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** Members will need to show political impartiality during their time on the SIA and must declare significant party-political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

**Disability Confident:** The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

**Equal Opportunities Monitoring:** The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

**Centre for Public Appointments Database:** As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting [dpo@homeoffice.gov.uk](mailto:dpo@homeoffice.gov.uk).

**Complaints:** If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

We will reply to your complaint within 20 days.

If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road  
London SW1A 2HQ. Tel: 0207 271 0849.

## ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

### **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 material 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 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 a way that protects the public interest.

### **Leadership**

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