



# UK Export Finance

**Chairperson  
Export Guarantees Advisory Council  
(EGAC)**



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## Message from the Chief Executive



Dear Applicant,

I would like to add a short personal message alongside the information enclosed.

International trade is a fundamental driver of economic growth. History has shown that open, trading economies generate wealth, create jobs, increase consumer choice and value for money and can lead to higher standards of living. UK Export Finance (UKEF) is at the heart of the Export Strategy, which sets out Government's support offer to help British businesses succeed in an overseas marketplace, driving sustainable growth and prosperity in the UK and abroad.

UKEF is the UK's export credit agency and a government department, reporting into the Secretary of State for Business and Trade and is strategically and operationally aligned with the Department for Business and Trade.

Founded in 1919 as the world's first export credit agency, we have been innovating since day one, and now have over 100 years' track record supporting UK exports.

Our mission is to "advance prosperity by ensuring no viable UK export fails for lack of finance and insurance, doing that sustainably and at no net cost to the taxpayer", and to do so we provide loans, guarantees and insurance to help UK companies win overseas sales, fulfil export contracts, and make sure that they get paid. We exist to complement, not compete with the private sector, and work with over 100 private credit insurers and lenders.

In 2022-23, 84% of the companies we provided with finance and insurance were small to medium enterprises. In total we provided £6.5 billion worth of support for exports.

UKEF's offer is a critical part of the Government's plan to support UK exporters and by working with partners throughout Government, including the Department for Business and Trade (DBT) and the Foreign, Commonwealth and Development Office (FCDO), we can play our part in supporting the UK's trade aspirations.

This is an exciting time to join UKEF, and if you are successful, you will play a key part in supporting the UK's international trade goals and objectives.

Thank you for your interest in this role.

Kind regards,

A handwritten signature in black ink, which appears to read "Tim Reid". The signature is stylized and written in a cursive script.

**Tim Reid**  
Chief Executive

## About UK Export Finance

UKEF's mission is to advance prosperity by ensuring no viable UK export fails for lack of finance and insurance, doing that sustainably and at no net cost to the taxpayer.

### What we do

[UK Export Finance](#) helps UK companies:

- win export contracts by providing attractive financing terms to their buyers
- fulfil contracts by supporting working capital loans and guaranteeing performance bonds
- get paid by insuring against buyer default

UKEF can support exports for any size of company and across all permissible sectors, from capital goods to services and intangibles such as intellectual property.

UKEF operates under its own Act of Parliament: the Export and Investment Guarantees Act 1991 (as amended). In performing its functions, UKEF operates with autonomy within the financial objectives and policies set out in a standing consent from HM Treasury.

### Helping exporters win contracts overseas

UKEF can give overseas buyers attractive long-term financing that makes UK exporters' offering more competitive by allowing buyers to spread the capital costs.

We provide support through:

- 100% unconditional guarantees to banks lending to overseas buyers to source from the UK
- Lending directly to overseas buyers
- Supporting capital market refinancing

UKEF can offer an additional source of long-term funding, with repayment typically over 2-10 years, but longer for certain sectors e.g. up to 18 years for renewables. We can provide finance for up to 85% of contract value, and support is available in a range of currencies.

Our international origination team works closely with DBT and Posts overseas to identify appropriate opportunities.

### Helping exporters fulfil export orders

UKEF can help companies access the working capital they need to fulfil an export contract, giving them the ability to take on more contracts and increase their turnover. We can offer:

- Export finance guidance
- Guarantees to UK companies' banks who lend working capital for export orders
- We can also support contract bonds, freeing up working capital for exporters

### Making sure exporters get paid

We can help exporters manage risks in challenging markets, ensuring that they get paid even where the private market is not able to offer insurance. We can offer insurance against non-payment and loss if the contract is cancelled.

### Who we support

UKEF works closely with exporters, banks, overseas project sponsors and buyers to provide its support for export contracts.

### *Helping exporters win contracts*

The main demand comes from:

- civil aircraft manufacturers and aero-engine suppliers;
- manufacturers and suppliers of capital plant and equipment;
- providers of engineering and project management services, e.g. for renewables, transportation, process plant projects and other professional services.
- suppliers of defence exports.

### Helping exporters fulfil contracts and make sure they get paid

Request for support under these products is on the increase, and to date has come from such diverse sectors as:

- creative and media;
- advanced manufacturing;
- education and training;
- construction; and
- entertainment.

### **UKEF Business Plan**

In June 2020 UKEF published its new four-year business plan. In this plan, we have 4 delivery objectives, which set out what we need to achieve to realise our mission, and 3 organisational objectives, which define the resources, skills and operational capabilities we will need to do that. These are:

#### *Delivery objectives*

1. Provide export finance, insurance and guidance to help UK companies sell overseas, supporting the delivery of the government's Export Strategy
2. Continuously adapt and focus our activity on sectors and countries where UKEF support will have the greatest economic benefit for exporters and suppliers of all sizes and across all of the UK
3. Improve awareness and understanding among UK companies, international buyers, prime contractors, sponsors, banks and insurers about export finance and insurance support available from UKEF and the private sector
4. Ensure we retain the confidence of our ministers by rigorously managing risk, improving efficiency and operating within the consent of HM Treasury

#### *Organisational objectives*

1. Be a great place to work, engaging and developing our staff to deliver better for our customers, in line with the vision for a "Brilliant Civil Service"
2. Be a customer-centric organisation, delivering high-quality services to the businesses and organisations we support
3. Be agile and adaptable, responding to emerging economic developments and market gaps

You can read our [Business Plan \(2020 to 2024\)](#) in full here, and find out more about the Department's work in the latest [Annual Report and Accounts](#)

## **Partners, stakeholders and observers**

UKEF works closely with partners within government, most notably the Department for Business and Trade. In the private sector our principal partners include trade associations and financial institutions.

Many other parties take a close interest in UKEF's activities, including the parliamentary select committees; all-party groups of MPs and individual MPs; exporter and trade representative bodies such as the British Chambers of Commerce, the Confederation of British Industry and the British Exporters Association; as well as special interest bodies such as Transparency International, Jubilee Debt Campaign and Greenpeace.

UKEF also liaises with industry sector bodies and professional services bodies such as the Association of Chartered Certified Accountants, Institute of Chartered Accountants in England & Wales, Association of British Insurers, the British Insurance Brokers Association and UK Finance, and their members.

Our work is varied and complex, spanning all business sectors and all corners of the world. UKEF is delighted to have been named best ECA by Global Trade Review and Trade Finance Global Magazines. This is a recognition of our innovative approach to supporting exporters, comprehensive product offering and substantial appetite to take on new business.

## **About the Export Guarantees Advisory Council**

The Export Guarantees Advisory Council (EGAC) is an Expert Committee which advises the Secretary of State on UKEF's operations – a background to UKEF is at Annex A.

The Council normally provides advice to the Secretary of State through UK Export Finance officials, usually at meetings attended by UK Export Finance's Chief Executive. The Council addresses its views directly to the Ministers on any subject where it deems it appropriate to do so. It meets with the Minister once a year, or more if necessary.

In practice, the Council primarily concerns itself with providing advice on the ethical policies applied by UKEF in the conduct of its business related to anti bribery and corruption, environmental, social and human rights risks and impacts of the projects which it supports, sustainable lending and transparency (including freedom of information).

The Council does not have any executive powers. It reviews past decisions UKEF has made to support export transactions and provides advice on the decision-making and, in particular, the application of ethical policies. It does not comment on cases under consideration for a decision.

UKEF informs the Council of developments related to relevant international agreements and policies set by Ministers which guide UKEF operations so that these can be taken into account by the Council in providing its advice.

To help inform its work, from time to time, the Council meets stakeholder groups: export and trade associations (for example, the CBI, the British Exporter's Association, UK Finance) and civil society organisations (for example, Campaign Against Arms Trade, Jubilee Debt, The Corner House, Transparency International and WWF-UK).

The Council operates to terms of reference. It meets four times a year and the minutes of its meetings are published. The Council publishes an Annual Report of its activities.

## **Members and Chairperson**

EGAC members are appointed by Ministers, one of whom is appointed as Chairperson, in conformance with the recruitment policies and procedures of the Office of the Commissioner for Public Appointments.

## The Candidate Being Sought

The EGAC is seeking a Chairperson who has experience of the practical application of environmental, social and governance (ESG) policies pertinent to UKEF (including environment, social and human rights, anti-bribery and corruption and sustainable lending), particularly within a business and/or government context.

The Civil Service and UKEF embraces diversity and promotes equality of opportunity.

### Person Specification

#### Essential

The preferred candidate is expected to have:

- Experience of senior roles in either business; project, green and/or corporate finance; international trade, export finance and/or credit insurance;
- Experience of developing and implementing best-practice approaches in a business, finance and/or trade context in one or more of the following;
  - Sustainability, environment and climate change;
  - Social issues including human rights and modern slavery;
  - Financial crime; and
  - Governance and transparency;
  - Civil society engagement
- High level familiarity with international governing policies relating to export credit agencies, such as the OECD Recommendation of the Council on Common Approaches for Officially Supported Export Credits and Environmental and Social Due Diligence (The 'Common Approaches') and the Equator Principles.

Suitable candidates will demonstrate the following personal qualities:

- An ability to lead EGAC to provide high quality advice, constructive challenge, and expert support across relevant thematic areas;
- An ability to work effectively in managing positive relationships with a diverse range of stakeholders that adds value to an organisation; and
- A commitment to attend all EGAC and UKEF Board meetings and undertake the necessary pre-reading and preparation.

#### Desirable

The preferred candidate would ideally have:

- Experience and/or a high level of working knowledge of current and emerging benchmark ESG frameworks which relate to financial institutions, including for example Task Force on Climate-Related Financial Disclosures (TCFD);
- Demonstrable ability to understand UKEF's purpose as a public finance institution as well as its operating context as a government department, and in particular its mission to support exports while at the same time putting good practice on ESG matters at the heart of its approach;
- An understanding of the role of the Advisory Council, including its relationship to Ministers and the Department.

## Roles & Responsibilities

Within the remit of this statutory advisory body, the Chair is responsible for the development and leadership of the Council and ensuring its effectiveness in all aspects of its role.

Responsibilities include:

- **Chairing the Council.** Setting the agenda and managing the business of the Council to provide clear direction and focus. The Chair is responsible for establishing a style and tone of discussion that will promote open debate encouraging contribution from all Council members, effective decision-making in a supportive culture.
- **Working in partnership with the UKEF Board, Chief Executive and Executive Committee.** Establishing a positive relationship with the UKEF Board and Chief Executive, and the other members of the senior management team. Provide appropriate challenge and support to assist UKEF.
- **Stakeholder relations and external engagement.** Effective engagement with key stakeholders both internal and external, including Ministers where necessary and appropriate, and to ensure statutory obligations are fulfilled. Acting as an ambassador for the Council as required and being open and visible to all UKEF colleagues.
- **Council performance.** Ensuring the Council's performance is regularly evaluated and conducting annual performance appraisals for individual board members. The Chair is responsible for developing and participating in the recruitment process for new Council members.
- **Attending UKEF Departmental board:** The successful candidate will also be appointed an ex-officio Non-Executive at UK Export Finance. The UK Export Finance Board (the Board) supports the Secretary of State and the Accounting Officer in the management of UK Export Finance (UKEF) through operational oversight, by providing advice, challenge, and assurance. There are at least 8 Departmental board meetings per annum. The Board supports and advises the Accounting Officer on all matters of material importance to the department including but not limited to:
  - business, operational and strategic planning;
  - business performance;
  - issues of risk and associated assurance, management of assets and resources;
  - stakeholder management; major organisational change; and
  - internal governance.

## Seven Principles of Public Life

All EGAC members must adhere to the Seven Principles of Public Life. These being:

**Selflessness** – Holders of public office should take decisions solely in terms of the public interest. They should not do so 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 outside organisations that might influence them in the performance of their public 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 a way that protects the public's interests.

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

## Terms & Conditions

### Location

EGAC meetings usually take place in UKEF's London office based in 1 Horse Guards Road, London, SW1A 2HQ.

### Time Commitment

EGAC meets quarterly (for 3-4 hours) and there are 8 UKEF Board meetings per annum. Members are expected to attend each meeting. There is also a formal dinner with the Trade Minister held once each year.

### Remuneration

The post does attract an annual payable "fee" of £15,000 – this is paid monthly via UKEF payroll, members may claim travel expenses.

### Length of Appointment

The appointment is for three years with the possibility of being reappointed for a further period, up to a maximum of ten years.

### Security Clearance

SC Clearance is required for the post; therefore, the successful candidate will need to undergo vetting and complete the relevant online form - **To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years.**

## COVID-19 Information

Following the COVID-19 pandemic, the UKEF recruitment team and wider business community have adopted a hybrid working pattern and continue to work from the office in Westminster or from home.

Therefore, to support our approach to hybrid working we have implemented some changes to our recruitment process, these include:

- All sifting and interviews dates will be indicative and can change at short notice.
- Interviews will likely be conducted via Microsoft Teams; you will be provided details on this if you are invited to interview.

## Recruitment Process

### Eligibility

This role is open to UK nationals, nationals of Commonwealth countries who have the right to work in the UKs, nationals of the Republic of Ireland, nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS), relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service, relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service and certain family members of the relevant EU, EEA, Swiss or Turkish nationals

#### Individuals from EU (excluding the Republic of Ireland) and outside the EU

With effect from 1<sup>st</sup> January 2021 the UK will be operating a points-based immigration system. Individuals arriving in the UK on or after 1<sup>st</sup> January will require a visa and will need to be sponsored by an employer. Further details about the [points based system](#).

EU, EEA or Swiss citizens who have lived in the UK since 31<sup>st</sup> December 2020 need to apply [Apply to the EU Settlement Scheme](#) to continue living in the UK after 30<sup>th</sup> June 2021.

If successful, candidates will be required to undergo security clearance and the appointment will be conditional until they are cleared.

### Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#). You can view our vetting charter here- [See our vetting charter](#).

To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years. If you do not meet this requirement, you would not be eligible for SC clearance and therefore not eligible to apply for this role.

New immigration guidelines - [What you need to know - GOV.UK](#)

### Application Instructions

To apply for this role please submit your application via Civil Service Public Appointments.

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

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

Details of interview panel members are:

- Julia Beck – Chief Strategy & Impact Officer, UKEF (Panel Chair)
- Andy Blacksell – Head of Compliance, UKEF
- Rosemary Varley – Independent Panel Member
- Noel Harwerth – Chair of the UKEF Board

### Timetable

Please note that the interview dates are indicative

Closing date for applications	Sunday 6 <sup>th</sup> August 2023 at 5:00pm
Notification of outcome of application	Week commencing 31 <sup>st</sup> August 2023
Interviews in Westminster, London at our offices or via MS Teams	Week commencing 17 <sup>th</sup> September 2023

### Expenses

Kindly note that it is not UKEF policy to pay travel expenses for interviews, any changes to policy will have to be confirmed and agreed in advance by UKEF HR department.

### Other Matters

#### Disability Confident Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit.

If you wish to claim a guaranteed interview under the disability commitment, you should complete the relevant section of the application form. It is not necessary to state the nature of your disability.

Further information regarding the scheme can be found by referring to the following link.

[Disability Confident – Are you disability confident?](#)

#### Equal Opportunities

UK Export Finance values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In UK Export Finance you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

#### Complaints

How do I make a complaint about the recruitment process?

You can refer your complaint to the Public Appointments Team at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) further information is available via <http://civilservicecommission.independent.gov.uk/making-complaint/>