

Candidate Information Pack

Non-Executive Chair
North Sea Transition Authority

Campaign No: GSe95118

Closing Date: 5 March 2024



North Sea Transition Authority



Department for
Energy Security
& Net Zero



GatenbySanderson



Contents

- 03: Ministerial Foreword
- 04: The North Sea Transition Authority
- 05: The Role
- 06: Person Specification
- 07: How to apply
- 08: Overview of the Application Process
- 15: Terms & Conditions
- 16: Indicative Timetable
- 17: Contact Details



Ministerial Foreword

Dear Candidate,

Thank you for your interest in the role of Chair for the North Sea Transition Authority (NSTA). The NSTA is a highly effective authority which licenses, regulates and influences the UK's oil and gas, offshore hydrogen and carbon storage industries. The organisation provides strong stewardship to the UK's North Sea oil and gas assets and works to support the sector in its implementation of the targets set out in the landmark North Sea Transition Deal. The Authority also plays a crucial role in helping to achieve the UK government's commitment to reach Net Zero emissions by 2050, while supporting energy resilience and the drive to develop home-grown hydrogen and carbon storage. It is an exciting time for the NSTA, with the role of the Chair being pivotal in its work and in ensuring that the Authority remains 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 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, we very much look forward to hearing from you.

Claire Coutinho
Minister for Energy Security and Net Zero

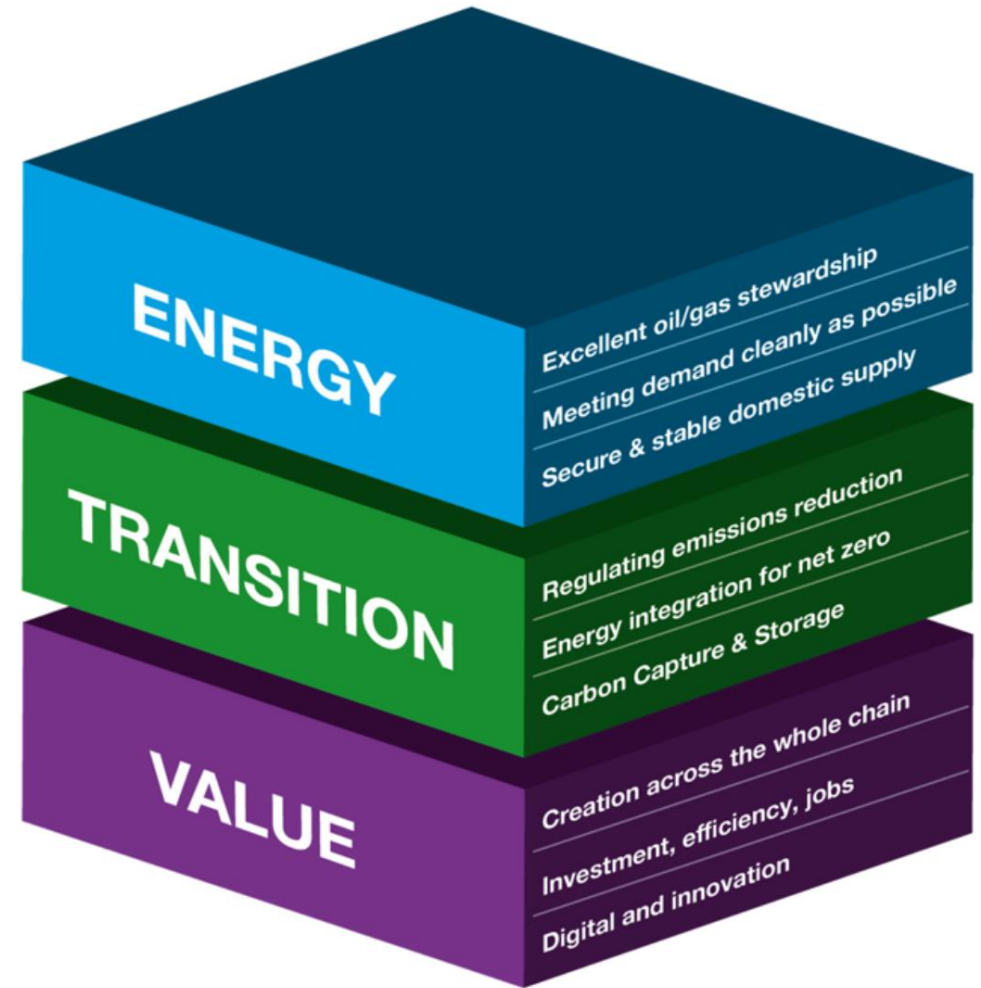


The North Sea Transition Authority

The Oil and Gas Authority, whose business name is the North Sea Transition Authority (NSTA), the NSTA is a highly effective authority which licenses, regulates and influences the UK's oil and gas, offshore hydrogen and carbon storage industries. They help drive North Sea energy transition, realising the significant potential of the UK Continental Shelf as a critical energy and carbon abatement resource. The NSTA is a progressive and highly effective authority which, by attracting investment and jobs, helps to anchor valuable skills and expertise in the UK.

Further information can be found [here](#)

Mission Statement



About the Role

Remuneration: £80,000 per annum

Time commitment: 2 days per week. There are no allowances, performance related pay or pension.

Appointment term: Three years.

Location: NSTA is headquartered in Aberdeen, with an office in London. Board meetings take place in Aberdeen.

Purpose: The Chair will lead the NSTA Board as it licenses, regulates and influences the UK oil, and gas, offshore hydrogen and carbon storage industries.

Responsibilities:

- Effective, cooperative, and inclusive leadership of the Board to help provide sound strategic direction. This includes enabling a high standard of discussion, helping to steer the NSTA by collaborative working across Government and industry, ensuring that systems are in place to provide Board members and the Executive team with the support they need to carry out their roles;
- Working with the Board and Nominations Committee to ensure that the Board and Executive team have an appropriate and diverse range of skills, experience, and outlook;
- Offer support and counsel to the Executive team while providing constructive challenge on the delivery of the Corporate Plan;
- Make arrangements for evaluating the performance of the board and conduct appraisals for other non-exec board members as appropriate;
- Maintaining clear and effective channels of communication with internal and external stakeholders, engaging in stakeholder networking to ensure the success of the NSTA's objectives; and
- Acting as an ambassador for the NSTA, promoting its reputation across government and industry.



Person Specification

We are seeking candidates that demonstrate the following criteria:

Essential Role Criteria:

- The ability to lead a Board and provide strategic, inclusive and innovative leadership through a complex economic, commercial and regulatory environment.
- Ability to bring Board members together as a team to meet common goals and ensure the good of the organisation, making the most of their individual and collective expertise.
- Experience with financial and commercial accountability at a senior level.
- Effective communication and influencing skills including an ability to maintain a sense of perspective and to pick out critical issues, listen sensitively, collaborate effectively, debate constructively, decide independently and persuade others of your view.
- Sound knowledge of corporate governance issues.
- An understanding of the oil and gas and/or wider energy sector.

Desirable Skills and Experience:

- An understanding of any of the following, particularly in the UK:
 - Net Zero
 - The oil and gas sector
 - The carbon storage sector
 - The hydrogen sector
- Regulatory experience or experience of government bodies.
- Understanding of the key challenges facing the NSTA.
- Understanding of the wider energy policy, political and economic environment, in which the NSTA will operate.
- A track record of successful innovation.



How to Apply

Executive Search provider GatenbySanderson has been selected to partner with the Department of Energy Security and Net Zero on this appointment.

To apply for this post, you will need to complete the online application process. All applications must be submitted using the following link: <http://www.gatenbysanderson.com/job/GSe95118>

We ask that you submit your application **by 12:00 midnight 5th March 2024..** Applications received after this date will **not** be considered.

Please provide the following documentation in order for your application to be considered complete. Please ensure that your documents contain your full name and the role that you are applying for.

Your application is submitted in two parts

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years (no longer than two pages)
2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.

Failure to submit both documents will mean the panel only have limited information on which to assess your application against the criteria.

In addition, you will be asked to complete a Diversity Monitoring Form. The completion of the Diversity Monitoring Form is mandatory but it includes the option 'prefer not to say'.

All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. You will also be required to complete a Declaration of Conflicts of Interest/Political Activity Form and will be requested to read the Privacy Policy.

Should you encounter any issues with your online application, please contact kirsten.hasseriis@gatenbysanderson.com



Overview of the Application Process

Public appointments are made on merit following a fair and open competition process which is conducted in accordance with the Governance Code for Public Appointments.

We will deal with your application as quickly as possible and will keep you informed at key stages.

The assessment process

1. Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
2. An Advisory Assessment Panel (“Panel”) is appointed by Ministers to assist them in their decision making. The role of the Panel is to decide, objectively, which candidates meet the eligibility criteria for the role.
3. At the shortlisting meeting the Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the Panel’s recommended shortlist.
4. Once the shortlist has been agreed by Ministers, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview.

5. The Panel will meet again to interview candidates and determine who is appointable to the role. The Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience.

6. Details of the panel’s assessment of interviewed candidates are provided to Ministers, including whether they have judged a candidate to be appointable to the role. It is then for Ministers to determine merit and decide who should be appointed.

7. Ministers may choose to meet with candidates before deciding the outcome. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept up to date.

8. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including whom they may approach for feedback. Successful candidates will be issued with their Terms & Conditions

Further information about appointments, including tips on applying, can be found on our [guidance pages](#) on gov.uk.



Panel Description

Advisory Assessment Panel

Advisory Assessment Panels (AAP) are chosen by ministers to assist them in their decision-making. These include a departmental official and an independent member. For competitions recruiting non-executive members of a board (apart from the Chair), the panel will usually include a representative from the public body concerned.

AAP's perform a number of functions, including agreeing an assessment strategy with ministers, undertaking sifting, carrying out interviews in line with the advertised criteria and deciding objectively who meets the published selection criteria for the role before recommending to ministers which candidates they find appointable. It is then for the minister to decide who to appoint to the role.

Eligibility criteria

In general, you should have the right to work in the UK to be eligible to apply for a public appointment. There are a small number of specialist roles that are not open to non-British citizens. Any nationality requirements will be specified in the vacancy details.

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);

- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.
- You must inform the sponsor department if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for. You should also declare if you may not be able to meet the requirements of the Code of Conduct of Board Members.

If you need further advice, please contact kirsten.hasseriis@gatenbysanderson.com

Security Clearance: The successful candidate will be required to complete national security vetting at the Security Check (SC) level. Further information on National Security Vetting can be found on the Gov.uk website [here](https://www.gov.uk).



Diversity & Disability Confident

Equality & diversity

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer.

The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.

Disability confident

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people.

As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'minimum criteria,' we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert. When you apply you will have the opportunity to select if you would like your application considered under this scheme.



Reasonable adjustments

Reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments.

This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of common changes are:
ensuring that application forms are available in different or accessible formats; making adaptations to interview locations; allowing candidates to present their skills and experience in a different way; giving additional detailed information on the selection / interview process in advance to allow candidates time to prepare themselves; allowing support workers, for example sign language interpreters; making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process.

If you would like to discuss reasonable adjustments prior to submitting your application, please contact Kirsten Hasseriis at Kirsten.Hasseriis@gatenbysanderson.com



Holders of public office are expected to adhere to and uphold the Seven Principles of Public Life

1. Selflessness - Holders of public office should act solely in terms of the public interest.

2. Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty - Holders of public office should be truthful.

7. Leadership - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Code of conduct for Board Members

The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all non-executive board members of UK public bodies must abide by the principles set out in the [Code of Conduct for Board Members of Public Bodies](#). The Code sets out the standards expected from those who serve on the boards of UK public bodies and will form part of your terms and conditions of appointment.



Management of Outside Interests and Consideration of Reputational Issues

Holders of public office are expected to adhere and uphold the Seven Principles of Public Life and the Code of Conduct for Board Members of Public Bodies. Before you apply you should consider carefully:

- any outside interests that you may have, such as shares you may hold in a company providing services to government;
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported;

which may call into question your ability to do the role you are applying for.

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed. If you are shortlisted for an interview, the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that in their advice to ministers.

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. The successful candidate(s) may be required to give up any conflicting interests and their other business and financial interests may be published in line with organisational policies.

Details of declared political activity will be published when the appointment is announced, as required by the Governance Code (political activity is not a bar to appointment but must be declared).



How to Complain

How to complain

We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

Please contact the public appointments team in the first instance if you would like to make a complaint regarding your application at partnerships@energysecurity.gov.uk. They will acknowledge your complaint upon receipt and respond within 15 working days.

How to complain to OCPA

If you are not content with the appointing department's response you may wish to further complain to the Commissioner at publicappointments@csc.gov.uk.

Further information on how the Commissioner handles complaints can be found on the Commissioner for Public Appointments' website <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigatingcomplaints/>

Data protection

The Cabinet Office will use your data in line with our privacy policy.

The Department for Energy Security and Net Zero will use your data in line with our privacy policy.

For our privacy policy, please refer to the Privacy Notice upon application.



Terms & Conditions

Status of appointment: As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

Appointment and tenure of office: Appointments are for the term set out in this advert, with the possibility of re-appointment for a further term, at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. There is no automatic presumption of reappointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the diversity of the current board and its balance of skills and experience. In most cases, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years

Remuneration, allowances and abatement: Remuneration for this role is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

You can claim reimbursement for reasonable expenses (including travel and subsistence expenses) which are properly and necessarily incurred in respect of your appointment, in line with the NSTA's travel and subsistence policy and rates. However these payments are taxable as earnings and will be subject to tax and national insurance, both of which will be deducted at source under PAYE before you are paid.

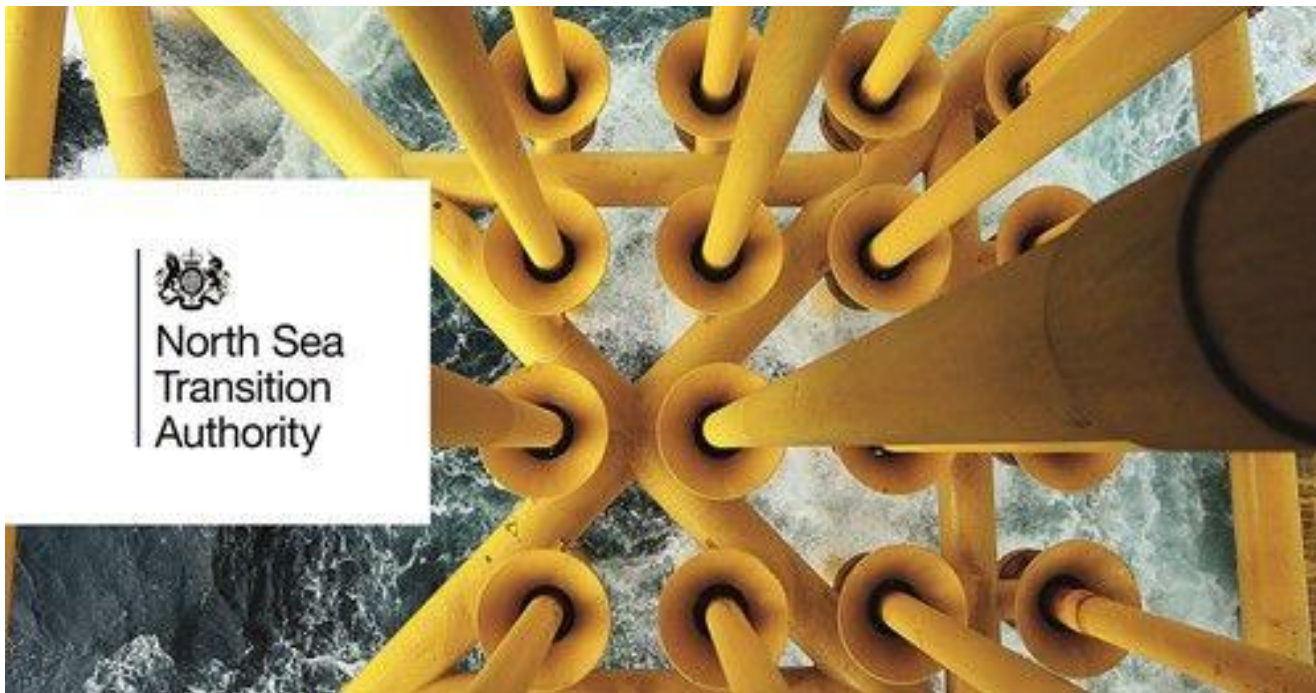
Pension and redundancy: This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.



Indicative Timetable

The timeline for this campaign is indicative and subject to change. Candidates are asked to note the below timetable, whilst exercising flexibility through the recruitment and selection process.

Stage	Date
Campaign launches	06 February 2024
Closing Date	05-Mar-2024
Longlisting	15-Apr-2024
Final Panel Interviews	31-May-2024
Appointment confirmed	June 2024



For a confidential discussion please contact our recruitment advisers at GatenbySanderson:

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