

## Met Office

**Role 1: Non-Executive Director**  
**[Audit and Risk Assurance Committee Chair]**

**Role 2: Non-Executive Director**

Candidate Pack

Closing Date: Monday 18<sup>th</sup> March 2024



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

[Partnerships@dsit.gov.uk](mailto:Partnerships@dsit.gov.uk)



 **Met Office**

  
Department for  
Science, Innovation  
& Technology

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# Ministerial Foreword

Dear Candidate,

Thank you for your interest in the roles of Audit and Risk Assurance Committee Chair and Non-Executive Director.



The Met Office Board has a vital role in advising and supporting the Chief Executive and the Executive Team to deliver the organisation's strategic priorities. The Board reviews the management and performance of the Met Office holds executives to account for delivery of government objectives and ensures high standards of corporate governance are maintained.

As the UK's national meteorological service, the Met Office touches most aspects of national life whether that's ensuring the safe operation of commercial aviation, enabling our armed forces to deploy around the globe to keeping British citizens safe in times of severe weather. Met Office activity spans across all sectors of the economy and the services it provides to the public, government and industry underpin national economic growth.

It is a transformational time for the Met Office as they take delivery of a new supercomputer funded by the taxpayer and being delivered by Microsoft during 2024. This significant investment will be the world's first cloud-based weather and climate supercomputer. The new supercomputer will be one of the most powerful in the world and will help enhance the Met Office's position as a world-leading centre of research and innovation in both weather and climate science. This is a tremendous opportunity to be involved in helping to lead an exceptionally talented and visionary organisation. These roles will be key to ensuring the organisation exploits this new investment fully.

If you believe you have the experience and qualities we are seeking to help to lead and support this organisation, we very much look forward to your application.

**The Rt Hon Michelle Donelan MP**

Secretary of State for Science, Innovation & Technology



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# About the Met Office

The Met Office is the national meteorological service for the UK. It provides world-leading weather and climate science and services that help government, industry and the public make better decisions to stay safe and thrive. That means providing the best weather and climate information when it matters most. Its focus is on making a difference and delivering greater benefit to UK citizens.

The Met Office can only make an impact when its trusted data, products, science, services and advice get into the hands of those who use it to shape their lives, and the lives of those around them. They deliver services through a vast technological enterprise including a groundbreaking new supercomputing platform. Behind this is a team of excellent people, working to deliver extraordinary impact, making the Met Office one of the most trusted forecasters in the world.

Since its foundation in 1854, the Met Office has pioneered the science of meteorology and its application. To this day, it continues to push the boundaries of science and technology, meeting the demands of today and the future. It is a key part of the weather and climate community, uniting scientific leaders from every corner of the globe, delivering extraordinary impact and benefit to the world around us. Through this it aims to realise its vision of *being recognised as global leaders in weather and climate science and services in a changing world*.

Further information about the Met Office can be found at Annex A and [here](#).



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# Role 1: Non-Executive Director

## [Audit and Risk Assurance Committee Chair]

**You will have both general responsibilities as a Non-Executive Director, and specific responsibilities as Audit and Risk Assurance Committee Chair.**

Firstly, as a Non-Executive Director (NED) on the Met Office Board, you will have an important and demanding role in providing a valuable external perspective to the organisation. This includes providing influence and access to networks which the organisation would otherwise not have. You will demonstrate senior strategic level experience from either the public or private sector with insight into, and experience of, working with senior professionals to ensure a high level of engagement and performance.

### **Responsibilities of the NED:**

- Providing challenge to the Executive Team in setting the strategic direction of the organisation, including advising on organisational targets and priorities. This will include holding the Executive Team to account for delivering the Met Office's Corporate Plan and Strategy.
- Helping to ensure that the Board both supports and holds the Executive Team to account for the Met Office's performance.
- Providing highly effective contributions to the Board to help develop sound strategic direction for the Met Office.
- Working in partnership with the Chief Executive and other Board members as an ambassador of the Met Office.



Secondly, as Audit and Risk Assurance Committee Chair you will be responsible for ensuring the effectiveness of the Committee, including responsibility for the business of the committee and the delivery of appropriate reporting to the Board and Accounting Office.

The Audit and Risk Assurance Committee (ARAC) is an advisory body created to ensure the use of public money is visible by monitoring financial reporting and discipline. The Committee's role is to support the Board and the Chief Executive in their roles as Accounting Officers.

### **Responsibilities of the ARAC Chair:**

- Assisting the Accounting Officer in carrying out her/his audit and corporate governance obligations, by providing a forum for discussion and challenge in internal and external audit-related matters.
- Ensuring that the Executive Board regularly reviews the adequacy of the risk management framework maintaining an active and effective approach to the identification and mitigation of key risks.
- Reviewing the nature, extent and scope of Internal Audit coverage, and providing guidance in defining priorities.
- Coordinating any additional deep dives and / or reviews by external audit, internal audit or other consultancy and inspection providers, and reviewing management's responses.
- Promoting confidence in the procedures of internal control, by bringing independent guidance on financial and other internal controls.
- Providing an objective assessment of year-end financial statements and related reports, and providing advice to the Accounting Officer on the approval of the statements.
- Developing independent reporting relationships with auditors and financial reporters.



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# Person Specification

The Secretary of State is seeking applications from individuals ideally with a relevant professional financial qualification and the strategic experience necessary to support and challenge the Met Office Board and Executive. Applicants are invited from both private / commercial and public settings. We are looking for candidates with the following skills:

## Essential Criteria

- A professional qualification (e.g. ACCA) and / or extensive career experience in a financial and / or risk management field.
- Experience of leadership positions in audit (including complex projects) risk or financial management and governance.
- Prior experience of serving on audit committees.
- Ability to provide strategic advice and challenge in corporate handling of Agency risks and prioritisation against limited resources.
- Excellent communication and interpersonal skills and the ability to interact with a wide variety of stakeholders.

## Desirable Criteria

- Senior-level commercial experience including utilising public funds to achieve value for money.
- Main board experience.
- Leadership of organisational transformation, in the private or public sector.
- An understanding and appreciation of the values and role of the public sector and its contribution to society's protection, prosperity and well-being.
- Demonstrated interest in scientific research, technology (including data science) or innovation.



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# Role 2: Non-Executive Director

## Non-Executive Director

As a Non-Executive Director (NED) on the Met Office Board, you will have an important and demanding role in providing a valuable external perspective to the organisation. This includes providing influence and access to networks which the organisation would otherwise not have. You will demonstrate senior strategic level experience from either the public or private sector with insight into, and experience of, working with senior professionals to ensure a high level of engagement and performance.

## Responsibilities of the NED:

- Providing challenge to the Executive Team in setting the strategic direction of the organisation, including advising on organisational targets and priorities. This will include holding the Executive Team to account for delivering the Met Office's Corporate Plan and Strategy.
- Helping to ensure that the Board both supports and holds the Executive Team to account for the Met Office's performance.
- Providing highly effective contributions to the Board to help develop sound strategic direction for the Met Office.
- Working in partnership with the Chief Executive and other Board members as an ambassador of the Met Office.



# Person Specification

The Secretary of State is seeking applications from individuals with strategic experience commensurate with the responsibilities and the challenges of the Met Office. Applicants are invited from both private / commercial and public settings. We are looking for candidates with the following skills:

## Essential Criteria

- A strong track record in a senior leadership position of delivering strategic transformation and achieving objectives in a public or private sector organisation.
- Experience of leading and managing teams, and knowledge of effective governance, at a board level in the private, public or voluntary sectors.
- Strong analytical skills, with the ability to communicate complex issues clearly, coupled with the ability to exercise judgement across a broad spectrum of policy and management issues.
- The ability to challenge performance and support and encourage a culture of organisational and behavioural change.
- Excellent communication and interpersonal skills and the ability to interact with a wide variety of stakeholders.

## Desirable Criteria

- Senior-level commercial experience including utilising public funds to achieve value for money;
- Leadership of organisational transformation, in the private or public sector;
- An understanding and appreciation of the values and role of the public sector and its contribution to society's protection, prosperity and well-being; and
- Demonstrated interest in scientific research, technology (including data science) or innovation.



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# Terms of Appointment

**Appointment Term:** An initial period of 3 years.

**Remuneration:** NED and ARAC Chair £29,999 per annum. NED £15,000. Remuneration and expenses are taxable.

**Time Commitment:** NED and ARAC Chair 27 to 36 days per annum. NED 27 days per annum

**Location:** Exeter.

**Nature of Appointment:** This is a Ministerial Appointment by the Secretary of State for Science, Innovation and Technology. The post holder would be an officeholder and not be an employee of the Department or the Met Office.

**Availability:** The successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance at Baseline Personnel Security Standard (BPSS) level (with an expectation of a move to at least Security Check (SC) vetting in due course). Further details can be found here <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>.



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# How to Apply

**Applications** must be submitted **by 23:00 on Monday 18<sup>th</sup> March 2024**. Applications received after this date will **not** be considered.

Please indicate clearly which position you wish to apply for: ARAC Chair, Non-Executive Director or both.

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.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.



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# Assessment Panel, Process and Timeline

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

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

Date	Actions
March 18 2024	Application Deadline
March 25 2024	Shortlisting
w/c April 22 2024	Interviews
June 2024	Successful candidate notified
June / July 2024	Appointment announced

*The above timeline is indicative and subject to change, and panel availability*

**The members of the AAP are:**

**Departmental Representative & Panel Chair: Adam Jackson, Director – International Research and Innovation, DSIT**

**Additional Panel Member – Rob Woodward, Chair – Met Office**

**Independent Panel Member - Charlotte Crosswell, Chair of the Centre for Finance, Innovation and Technology.**



# Equality, Diversity and Inclusion

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates, regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

## Arrangements for candidates with a disability:

As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick the option on the Diversity Monitoring form that you will submit alongside your application.

## Adjustments:

All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss adjustments prior to submitting your application, please contact [partnerships@dsit.gov.uk](mailto:partnerships@dsit.gov.uk)



# Annex A: Met Office Purpose, Vision and Values




## Our purpose and vision

“ *Helping you make better decisions to stay safe and thrive.* ”


“ *Recognised as global leaders in weather and climate science and services in our changing world* ”



# Annex A (continued): Met Office Purpose, Vision and Values



## Our Values



**We're a force for good.**  
Our planet matters. The time is now, and we're the people to make a difference. That's why we take our environmental and social impact seriously.

**We're experts by nature.**  
It's in our nature to be curious - always learning and developing to do things better. We trust in each other's expertise and take pride in being the best in our field.

**We live and breathe it.**  
Helping people make better decisions to stay safe and thrive is what we live for. Their lives guide our decisions and their trust guides our actions.

**We're better together.**  
Great minds don't always think alike. And we like it that way. We believe partnerships, inclusivity and honesty make us far greater than the sum of our parts.

**We keep evolving.**  
When we're not looking up, we look ahead. We push the boundaries to make tomorrow better for our customers. Forecasting the future is one thing. Creating it is another.



# Annex B: Conflict of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel, and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact [partnerships@dsit.gov.uk](mailto:partnerships@dsit.gov.uk).



# Annex C: The Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).



# Annex D: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team at [partnerships@dsit.gov.uk](mailto:partnerships@dsit.gov.uk) who will make every effort to deal with these and respond to you within 48 hours.

