



## Candidate Pack

<b>Role:</b>	Engineering Biology Steering Group Membership
<b>Prepared by:</b>	DSIT Engineering Biology Team
<b>Classification:</b>	OFFICIAL
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<b>Link:</b>	<a href="#">DSIT EBSG role description and candidate pack.docx</a>



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# The Department for Science, Innovation and Technology (DSIT)

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## **Our story so far**

DSIT was founded on 7 February 2023 by the Prime Minister to deliver on government's ambition to be a global science, research, and technology powerhouse. It will build on our strong foundations of world-class research, a thriving technology scene and global networks of collaboration to create a golden thread from outstanding basic science to innovations that change lives and sustain economic growth.

It will direct record levels of Research and Development, and deliver talent programmes, physical and digital infrastructure and regulation to support our economy, security, public services and wider Government priorities.

## **Our mission: stronger growth, better jobs and bold discoveries**

DSIT will focus on positioning the UK at the forefront of global scientific and technological advancement.

Our aim is to cement the UK's place as a Science and Technology Superpower. We will:

- **Back UK science, technology and innovation and boost investment**, in the UK's most exciting technologies and sectors of the future, to grow the economy and create high-paid jobs
- **Tackle global challenges** through international influence and partnerships to secure our future resilience and security
- **Improve lives** by championing responsible innovation in the digital economy and public services

## The role

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DSIT is seeking to appoint external expert advisors to the newly created Engineering Biology Steering Group representing the full spectrum of stakeholders in the sector including:

- Academic researchers
- SMEs
- Large industry

This experience will speak to the cutting edge of the underpinning capabilities of engineering biology. While also cover the full range of applications for engineering biology, including but not limited to:

- Health
- Agriculture and food
- Chemicals and materials
- Low carbon fuels

Engineering biology is a UK wide strength, with clusters spread across the country. It is critical that this group can speak to all geographies of the engineering biology community in the nation.

We are recruiting members to provide advice and bring an external perspective to our department's work. Note that our members do not have executive decision-making powers.

### **The role of the Engineering Biology Steering Group (EBSG)**

The Engineering Biology Steering Group is the expert group that will support engineering biology policy work undertaken by DSIT and its collaborating departments. Ministerially-appointed, the EBSG will be Co-chaired by Minister Griffith and an external engineering biology leader, soon to be announced, It will have two principle functions:

First, the EBSG will advise and assist government on the development and delivery of the detailed action plan to follow from the [National Vision for Engineering Biology](#). The group will make sure the department delivers on its published commitments in the National Vision, assessing progress and updating recommendations to shape priorities for implementation. Therefore, it will address the Vision's six major policy workstreams: research & development, infrastructure, talent and skills, regulations and standards, and uptake by the economy.

The group will therefore be comprised of members who can speak to all engineering biology application areas, and bring insights from academia, SMEs and larger industry.

Second, the EBSG will also provide a function as a two-way channel between government and the wider sector. This will allow DSIT to understand the views of the entire sector, while

also making sure stakeholders know they have a way to engage with DSIT and can be heard.

The group's membership includes the two Co-chairs, the Government Chief Scientific Adviser, relevant DSIT Non-Executive Directors and external experts.

The EBSG will agree its schedule of meetings with the DSIT EB team. EBSG members are encouraged to suggest reforms to the group, allowing for continuous improvement and effectiveness as the detailed action plan develops.

### **Principles**

The committee will operate according to the Scientific advisory committees: code of practice<sup>1</sup>, and the recognised principles of good corporate governance in business: leadership, effectiveness, accountability and sustainability.

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<sup>1</sup> <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

## Diversity

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We are committed to increasing the diversity of our boards and bringing in talent across British society. 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 that 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 reasonable adjustments prior to submitting your application, please contact [governance@dsit.gov.uk](mailto:governance@dsit.gov.uk).

## Person and role specification

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Your application should demonstrate the below essential criteria, with examples:

- Expertise working with engineering biology, synthetic biology, or biotechnological research or products **[Lead Criteria]**
- Leadership in the engineering biology sector, in the private, public or voluntary sectors.
- Understanding of the key challenges faced by the UK's engineering biology sector, and the ability to bring your experience to bear on these challenges.
- An ability to build and maintain successful relationships through the engineering biology sector, as well as provide challenge and inspire confidence with a wide range of stakeholders.
- Genuine interest in contributing to the effective running of the department and the public bodies which it sponsors.

If there is a significant volume of applications, we will sift on the leading criteria as indicated above.

### Vetting requirements

Successful candidates must undergo a criminal record check, and complete [baseline personnel security standard \(opens in new window\)](#).

### Nationality requirements

This role is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)
- 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
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

## Terms of appointment

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### **Appointment term**

Successful candidates will be appointed for an initial period of 2 years which may be extended by mutual agreement.

### **Remuneration**

This is a non-paid position.

### **Time commitment**

Members are expected to undertake around four days of work per annum. This will include attending meetings, informal discussions, occasional away days and working with officials on your chosen areas of interest.

### **Location**

EBSG meetings will initially take place remotely on Microsoft Teams. Candidates from anywhere across the United Kingdom are invited to apply. The EBSG will have opportunity to meet in person, with locations to be decided by the EBSG.

### **Nature of appointment**

This is a Ministerial Appointment by the Secretary of State for Science, Innovation and Technology. The postholder will be an officeholder and not be an employee of the department.

### **Availability**

Successful candidates will be encouraged to take up their appointment from April 2024 following successful completion of pre-appointment checks and vetting.

## Assessment panel, application process and timing

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In line with the Corporate Governance Code<sup>2</sup> the department will select and appoint non-executives based on merit through an open appointment campaign. Applications will be sifted to a shortlist by the DSIT engineering biology policy team.

### The advisory assessment panel

Members of the assessment panel include:

- A senior civil servant, with oversight of engineering biology policy for the Department for Science, Innovation and Technology
- The non-Ministerial Co-chair of the EBSG
- An Independent Panel Member

### Application process

Applications must be submitted by 23:55 on 17 March 2024. Applications received after this date will not be considered.

In order to apply, you will need to create an account or sign in. Once you are logged onto your account, click on the '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 (750 word maximum)
- Equality information
- Information regarding 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.

### Timing

The timelines for this campaign are indicative only and may be subject to change without notice. Check the online advert<sup>3</sup> for the latest information.

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<sup>2</sup> <https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments-2017>

## Annex A: Conflicts of interest and due diligence

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

## Annex B: The Seven Principles of Public Life

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In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for this role 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 in the [link here](#).

## Annex C: Complaints procedure

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

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under the Department for Science, Innovation and Technology's complaints procedure<sup>4</sup>

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<sup>5</sup> <https://www.gov.uk/government/organisations/department-for-science-innovation-and-technology/about/complaints-procedure>