

Non-Executive Board Member,  
Chair of the EHSS&Q  
Committee and Technology  
Advisory Board



Candidate Information Pack  
March 2024

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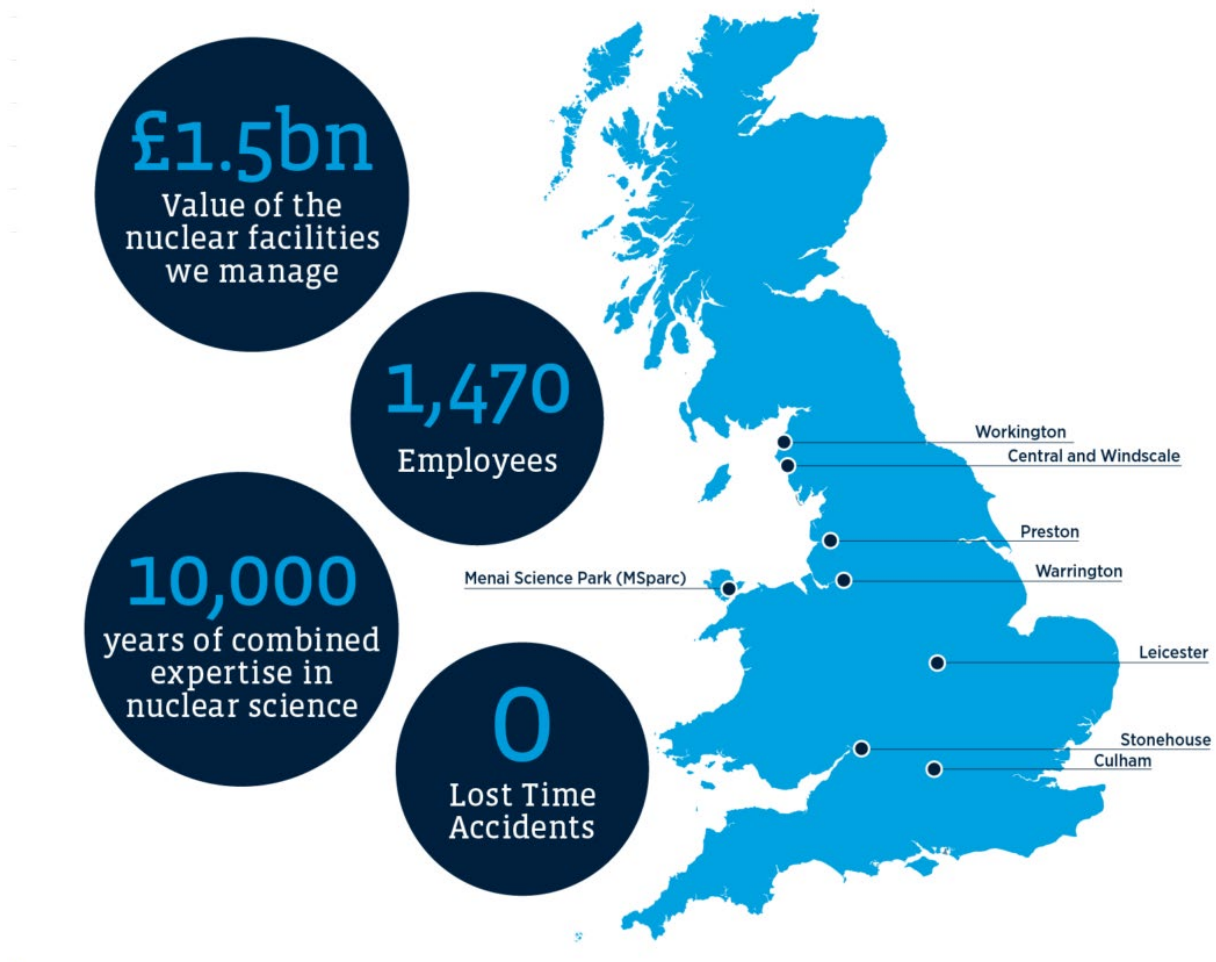


# National Nuclear Laboratory

Established in 2008, the National Nuclear Laboratory (NNL) brought together the UK's nuclear research and development capability into one organisation. The workforce represents a combined 10,000 years of expertise in nuclear science and technology and is continuing to grow.

NNL leads the world in nuclear innovation and is the only UK organisation able to provide technical support across the whole nuclear industry. NNL is comprised of pioneers, innovators, and experts in nuclear, working globally at the forefront of nuclear science, providing knowledge, technology, and access to cutting-edge facilities to partners and customers.

**NNL do not take a profit. Instead, the money made is Earnings to Reinvest. It all goes back into the business to develop science, innovation technology and its people.**



## About NNL



NNL is the UK's national laboratory responsible for nuclear fission R&D. It provides technical support to all aspects of the nation's nuclear programmes such as electricity generation, fuel production, waste management, decommissioning as well as legacy clean up. It operates on a commercial basis with key customers such as NDA, MoD, EdF, as well as overseas public and private sector organisations.

It is wholly owned by the Department for Energy Security and Net Zero, with the shareholder function being managed by UK Government Investments (UKGI). It employs approximately 1500 staff, the majority being highly qualified experts in a variety of scientific and technical disciplines. It also operates a unique national infrastructure that includes state-of-the-art research facilities capable of handling any nuclear material associated with the industry.

Its work helps to address technical challenges faced by the industry to ensure safe and cost-effective delivery, building on innovative solutions from basic science through to demonstration and on to industrial deployment. Its success is not only measured by operating on a profitable financial and commercial basis but also by facilitating significant value savings over the past few decades for its customers and the industry as a whole. NNL also acts as custodian of much of the UK's critical strategic nuclear capability and provides impartial expert advice to Government on nuclear technical matters.

Our purpose, 'Nuclear Science to Benefit Society' is a step change in ambition, positioning the business to drive the technological change required to ensure nuclear technology is utilised to its full potential in addressing the challenges faced by modern society. This is an exciting period for the organisation as it adapts to deliver the four supporting pillars of its strategy: Net Zero Clean Energy, Environmental Restoration, Health and Nuclear Medicine and Security and Non-Proliferation.

**“NNL's mission to harness the potential of nuclear science to benefit society has a broader and deeper resonance than ever, crystallising the need for our work and our place at the heart of the UK nuclear sector.”**

# Equality, Diversity & Inclusion



At NNL we are fully committed to all aspects of equality, diversity, and inclusion (ED&I). This page provides a brief overview of how we approach ED&I, but you can read the full strategy in the [publications section by clicking on this link](#).

## Equality

We recognise that treating everyone in the same way does not necessarily mean everyone is treated fairly. Creating equal opportunities means recognising that people have different needs that require different responses. Equality is about creating a level playing field where everyone is treated fairly, and career progression is based purely on merit. By focusing on equality, we acknowledge that gender, race, or disability (or other personal characteristics) can affect life experiences and opportunities.

## Diversity

We recognise and respect that people are different. Those differences lead to varied experiences, values, and ways of thinking. Diversity is about recognising and embracing people's differences, both as individuals and groups, and striving to harness the unique benefits that each person or group has to offer whilst meeting different needs in a positive way.

So, while equality legislation covers factors such as race, gender, and disability; diversity also encompasses many other aspects of an individual such as social background, personality traits or specifics of life experience. If we respect people's differences, we are more likely to treat them equally.

## Inclusion

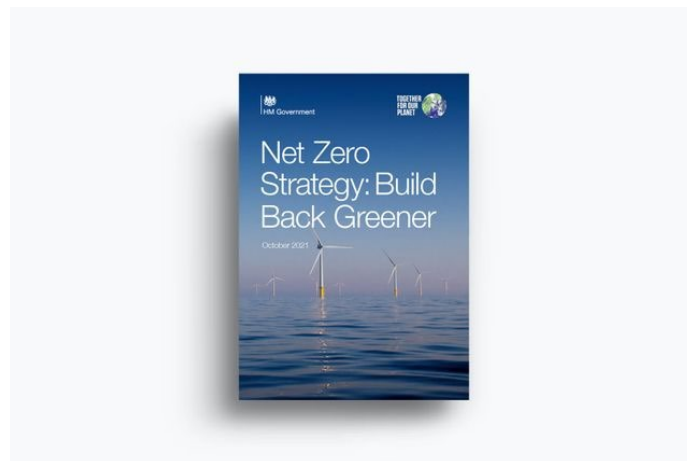
We recognise that to achieve an inclusive culture our people need to feel accepted, welcomed and fairly treated. We recognise that creating an environment where our people feel able to bring their whole selves to work will help everyone reach their career potential while improving satisfaction in the workplace. We want to foster a sense of belonging within our organisation so that everyone always feels supported to do their best.

**“We continue to embrace our responsibility as a national laboratory to drive ED&I both internally and externally”**

# Sustainability

During 2021 the Government published its **Net Zero Strategy: Build Back Greener** setting out the roadmap for the UK to deliver net zero by 2050. Pursuant to this, NNL has focused its strategic development on positioning itself to support this policy, using its role as a lab to use Nuclear Science to benefit society.

However, NNL recognises that as well as contributing through ‘what’ we do, there is an imperative to ensure that as an organisation ‘how’ we do what we do, is guided by an equally strong commitment to operate our business as a force for good. This means committing to running an organisation that strives for net positive contributions across the 17 United Nations global environmental, social, and economic goals. To these ends we have developed a Good Growth Sustainability plan for deployment within the organisation and our wider value chain.



# The Board

The broad framework within which NNL operates, and its relationship with Government, is [set out in more detail here](#).



Ian Funnell  
Chairman



Paul Howarth  
Chief Executive Officer



Matt Miller  
Chief Financial Officer



Steve Garwood  
Non-Executive



Iain Clarkson  
Non-Executive



Clare Barlow  
Chief HR Officer



Sam Wheeler  
Company Secretary

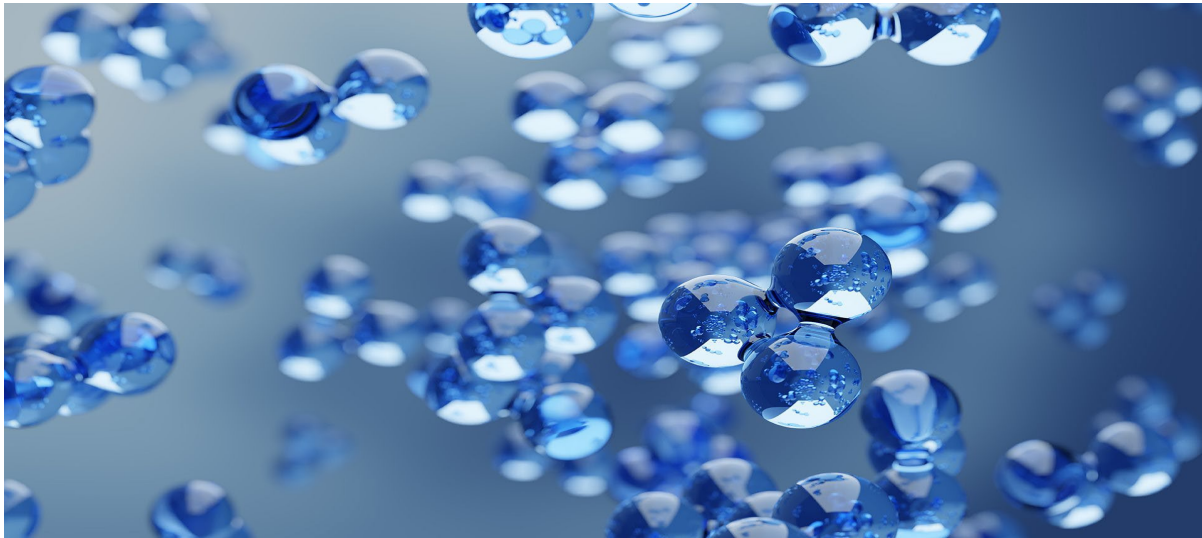


Ann Cormack  
Non-Executive



Edward Emerson  
Non-Executive Director

# Role Description



This is an exciting and critical time to appoint a non-executive board member to the UK's National Nuclear Laboratory, given the global focus on solving Net Zero through clean low carbon energy. Climate Change represents one of the greatest challenges the planet faces and technological advancements in nuclear will be essential. The NNL sits at the heart of this agenda with world-class science capability.

The role of the organisation goes further in helping to restore the environment through technology to support legacy waste clean-up as well as working on exciting disciplines such as nuclear technology for medical applications and cancer treatment and nuclear technology to support space exploration.

## **The Environment, Health, Safety, Security & Quality (EHSS&Q) Committee**

The EHSS&Q exists to advise the NNL Board on all matters relating to the Environment, Health, Safety, Security and Quality. To discharge its duties, EHSS&Q will monitor trends to ascertain those EHSS&Q aspects of the organisation are consistent with NNL's role as a responsible nuclear laboratory and operator of nuclear infrastructure.

## **Role specification**

The EHSS&Q Chair will ensure the EHSS&Q performs within the delegation of authority granted to the Board under the terms of the NNL Framework Document.

The EHSS&Q Chair is responsible for providing an overview of the organisational performance on aspects noted below, and advising the ARAC and the NNL Board with assurance that the business is undertaking all required actions to achieve its objectives within these areas:

- Environment, Health, and Safety
- Nuclear Safety Committee
- Nuclear and Information Security

### Technology Advisory Board

The TAB exists to advise the NNL Board on all matters relating to Science, Technology and Engineering and how best to direct its future research and investment. The TAB is an Advisory Committee, bringing together some of the UK's leading nuclear thought leaders to the NNL Board. These include senior stakeholders from the nuclear industry, government, and academia. To discharge its duties, TAB will monitor trends to ascertain that NNL Earnings to Reinvest are being appropriately invested in line with NNL and Nuclear sector priorities.

The TAB Chair will ensure the TAB provides the appropriate feedback to the NNL Board on these matters.

The TAB Chair is responsible for provision of advice to the NNL Board on:

- The strategic approach to NNL's re-investment in science and technology
- The effectiveness of NNL's science and technology programmes
- The impact of NNL's science and technology output
- The visibility of NNL's S&T portfolio and linkages with the broader UK and International nuclear agenda



## Person Specification

The new non-executive director for National Nuclear Laboratory will be a recognised leader in nuclear in the UK. They will bring not only professional credibility from a nuclear operational background but also an understanding of the priorities, challenges, and opportunities for the sector now and in the years to come.

The successful candidate will have the personal credibility and professional ability to be a senior leader of NNL with an ability to demonstrate the essential criteria below.

## Essential Criteria

It is essential that the successful candidate has the personal credibility and professional experience to chair both the NNL Technology Advisory Board and the NNL Environment, Health, Safety, Security and Quality Subject Committee (alongside being a NED on the main NNL board).

To assess this, the panel will consider the extent to which you;

- are a senior leader with a deep and wide technical understanding of civil nuclear technology and sector;
- are able to advise as a non-executive, on matters to do with EHSSQ and Nuclear Technology having held positions of senior responsibility for nuclear safety and security and/or having senior experience in a highly regulated environment; and
- have the ability to act as non-executive of a complex commercial organisation as demonstrated through knowledge of the role, excellent communication skills and emotional intelligence, experience of stakeholder management, and strategic planning.

## Desirable Criteria

- Experience of serving on an EHSS&Q committee and/or Technology Advisory Board as a non-executive director or equivalent experience;
- Senior experience gained in a commercial environment with experience of commercialising technology.
- Public sector experience.

## Personal qualities

Successful candidates will be expected to adhere to the Nolan principles of public service (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership see Appendix I).

# Terms



## Appointment process

NNL is committed to the principles of diversity and equal opportunities, and selection is on merit. The appointment process will follow the Office of Public Appointments or 'OCPA' guidance.

## Time commitment

This is a part-time position. Non-Executive Directors are expected to work a minimum of 20 days per annum.

## Duration of appointment

The successful candidate will be appointed initially for a fixed period of three years and may be eligible for reappointment for a second term.

## Remuneration

£25,000 per annum

## Location

Flexible

# How to Apply

**GatenbySanderson has been appointed as our employment agency adviser to assist with this appointment.**

To apply for this post, you will need to complete the online application process by no later than 5pm Monday 15 April 2024. All applications must be submitted using the link: <http://www.gatenbysanderson.com/job/GSe105451>

## You will be asked to submit the following:

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.
2. A **Statement of Suitability** (no longer than three pages) explaining:
  - a. Your motivation for applying for this role.
  - b. 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.
3. A completed **Diversity Monitoring Form**.
4. A completed **Conflict of Interests Form**.

Failure to submit these documents will mean the panel only has limited information on which to assess your application against the criteria in the person specification.

Please note this campaign is being run in association with UK Government Investments (UKGI) – candidates are asked to read the UKGI privacy notice prior to applying (see Annex II).

NNL is a place where everyone is valued, respected, and welcomed. Our ongoing commitment to Equality, Diversity, and Inclusivity (ED&I) means we're creating an inclusive workplace, built upon equal policies, procedures and transparency, where everyone's free to be themselves and feel like they belong. From early careers to executive level, we look beyond barriers to find the people for the job.

You will receive an acknowledgment of your application from GatenbySanderson through the online process. The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these criteria may affect your application. Candidates will be advised of the outcome of decisions as soon as possible by GatenbySanderson.

**Should you have any questions regarding the process, please contact [kirsten.hasseriis@gatenbysanderson.com](mailto:kirsten.hasseriis@gatenbysanderson.com)**

## Other Matters

### Disability Confident Scheme

The Department for Energy Security and Net Zero is a Disability Confident Leader, and as such we will offer interviews to disabled candidates who meet the published minimum requirements for a job or role. If you wish to apply for consideration under this scheme, you should complete the relevant section of the online application. 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 adjustments for you when attending an interview.

### Due diligence checks and references

References and due diligence checks will be completed for all shortlisted candidates.

### Standards in public life

Candidates must confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' (as set out in Annex I) drawn up by the Committee on Standards in Public Life.

### Conflicts of interest

Applicants must disclose information on personal connections, which if they were appointed, could lead to a conflict of interest, or be perceived as such.

It is particularly important therefore that all applicants provide appropriate details which might be construed as being in conflict with the appointment for which they are applying.

If it appears from the information provided on the form that a possible conflict might exist or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The panel will do this at interview stage.

### Eligibility

This role is open to 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 (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 the EU and outside the EU. From 1st January 2021 the UK is operating a points-based immigration system. Individuals arriving in the UK on or after 1st January will require a visa and will need to be sponsored by an employer. EU, EEA or Swiss citizens who have lived in the UK by 31st December 2020 need to apply to the EU Settlement Scheme to continue living in the UK after 30th June 2021.

## Security

Successful candidates must meet the security requirements before they can be appointed: the appointment will be conditional until they are cleared. 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

## The Commissioner for Public Appointments



This competition is regulated by the Commissioner for Public Appointments. The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the Governance Code on Public Appointments. The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments. You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk). Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk)

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to: [kirsten.hasseriis@gatenbysanderson.com](mailto:kirsten.hasseriis@gatenbysanderson.com). If you are not content with our response, please contact the Commissioner for Public Appointments at: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk). Further information on complaints procedure can be found on the Commissioner for Public Appointment's website.

# Application Process

The selection panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the Essential Criteria in the Person Specification section. Failure to address any or all of these may affect your application.

The Panel will identify a subset of candidates who best match the criteria for an initial interview with GatenbySanderson to further explore their skills and experience with reference to the criteria in the person specification.

The Panel will then have a further meeting to review interview reports on these candidates alongside CVs and statements of suitability, taking into account all the criteria (Essential and Desirable) in order to select the shortlist. Shortlisted candidates will be advised of the outcome as soon as possible thereafter.

References may be taken up for shortlisted candidates in advance of final panel interviews. Furthermore, please note that due diligence is undertaken on all shortlisted candidates.

If you are shortlisted, you will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification.

Prior to the interview, you may have the opportunity for informal conversations with key personnel in order to improve your understanding of the organisation.

Full details of the assessment process will be made available to shortlisted candidates.

We will endeavor to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

# Indicative Timetable

Advert Closing Date	Monday 15 April
Longlisting	mid-April
Preliminary Interview with GatenbySanderson	mid-April
Shortlisting	early May
Panel Interviews	w/c 3 June

## The Panel

The selection panel will comprise of:

- Chair: Mark Hastie-Oldland (Deputy Director, Nuclear Infrastructure, Capability and International, DESNZ)
- Ian Funnell (Chair, NNL)
- Edward Emerson (Shareholder NED, NNL)
- Dame Sue Ion (Independent Panel Member)

# Further Information

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

Russell Brandon, Researcher  
[russell.brandon@gatenbysanderson.com](mailto:russell.brandon@gatenbysanderson.com)

Olivia Robinson, Delivery Consultant, Central Government  
[Olivia.robinson@gatenbysanderson.com](mailto:Olivia.robinson@gatenbysanderson.com)

Darra Power-Mooney, Principal Consultant, Central Government  
[darra.power-mooney@gatenbysanderson.com](mailto:darra.power-mooney@gatenbysanderson.com)

Further information can be found on NNL's website: <https://www.nnl.co.uk/>

# Appendix I

## THE SEVEN PRINCIPLES OF PUBLIC LIFE

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the Selection Panel must satisfy itself that all candidates for appointments can meet these standards, which are:

### **Selflessness**

Holders of Public Office should take decisions 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 other friends.

### **Integrity**

Holders of Public Office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

Carrying out Public Office 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 interest.

### **Leadership**

Holders of Public Office should promote and support these principles by leadership and example.

# Appendix II

## Privacy notice for Non-Executive Director and public appointment applicants

This recruitment campaign is being run in association with UKGI which manages the shareholder function of NNL on behalf of DESNZ.

This notice sets out how UKGI will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

### Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

### 2. What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- date of birth;
- references;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable);
- information about your entitlement to work in the UK (where necessary); and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data; and
- results from due diligence searches.

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for.

UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other

identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### 3. Why does UKGI process personal data and what is the legal basis for doing so?

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:

- processing your application;
- advising candidates of the outcome of their application;
- arranging interviews for successful candidates; and
- equality and diversity monitoring.

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### 4. Recipients of Personal Data

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- relevant appointing Arm's Length Body and/or Sponsor Department
- HM Treasury
- Office of the Prime Minister
- The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

## 5. Protection of Personal Data

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

## 6. Retention of Personal Data

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department. At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for [9] years, whichever is shorter.

If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment. The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

## 7. Your data protection rights

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data;
- that any inaccuracies in your personal data are rectified without delay; and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted; and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

## 8. To submit a Data Subject Access Request

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer: Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)

## 9. Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer: Email: [Privacy@ukgi.org.uk](mailto:Privacy@ukgi.org.uk)

If you still consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the court.

NATIONAL NUCLEAR  
LABORATORY

