

# CNPA, Independent Members

Candidate Pack

Closing date: 28 November 2024



Civil Nuclear  
Police Authority

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact [partnerships@energysecurity.gov.uk](mailto:partnerships@energysecurity.gov.uk).

17 October, 2024



# Contents

- 03: Ministerial Foreword
- 04: The Civil Nuclear Police Authority (CNPA)
- 05: The Role
- 06: Diversity
- 07: Person Specification
- 08: Essential Criteria for both roles
- 09: Essential Criteria continued
- 10: Desirable Criteria for both roles
- 09: Terms of Appointment
- 10: How to apply
- 11: Assessment Panel, Process and Timing
- 12: Annex A – Conflicts of Interest and Due Diligence
- 13: Annex B – The Seven Principles of Public Life
- 14: Annex C – Complaints

# Ministerial Foreword



Dear Candidate,

Thank you for your interest in the role of Independent Member for the Civil Nuclear Police Authority (CNPA). This candidate pack sets out the CNPA's purpose and details about the role.

The Civil Nuclear Police Authority (CNPA) is a Non-Departmental Public Body that oversees the Civil Nuclear Constabulary (CNC) and manages the employment of its police officers and staff. As a national infrastructure policing force, the CNC performs a vital and unique role. In March 2024, the CNPA unveiled its three-year strategy, highlighting its journey of transformation to address the evolving threat landscape and other changes within the UK's civil nuclear sector.

A key focus of this strategy is to foster and maintain a unified and inclusive culture, that supports an engaged and diverse workforce. The successful candidate will continue to lead the CNC's efforts in culture, vetting, and standards workstreams.

If you believe you have the experience and qualities we are seeking to contribute to this important organisation, we very much look forward to hearing from you.

We welcome applications from individuals of all backgrounds, including those from under-represented groups.

**The Rt Hon Lord Hunt of Kings Heath OBE**  
**Minister of State (Minister for Energy Security and Net Zero)**

# The Civil Nuclear Police Authority (CNPA)

The Civil Nuclear Police Authority (CNPA) is a body corporate established by the Energy Act 2004 and an executive non-departmental public body (NDPB) of the Department for Energy Security and Net Zero (DESNZ). The CNPA has a statutory responsibility for maintaining an efficient and effective Civil Nuclear Constabulary (CNC).

The CNC provides an armed response capability for the UK's civil nuclear industry, operating from units based at licensed nuclear sites throughout the UK and providing armed escorts – road and marine – for movements of nuclear materials within the UK and overseas.

The CNPA sets the strategic direction for the CNC and ensures that its policing meets the needs of the nuclear operating companies. This could mean denying unauthorised access to nuclear material or recovering control of nuclear material lost to unauthorised persons.

Further information about the CNPA can be found [here](#).

# The Role

The CNPA board consists of independent members and representatives of the nuclear industry, respectively. To ensure resilience and maintain equilibrium across the board, we seek to appoint two new independent candidates.

The new Independent Members will assist the CNPA Chair in providing effective strategic leadership and oversight of the CNC: supporting and positively challenging its executives, delivering effective and efficient services, maximising its operational worth and providing value for money.

Independent Members are expected to attend and take full part in CNPA Board meetings and to provide leadership to specific Committees to ensure their effectiveness in all aspects of governance, process and assurance, as required. Further activities may be undertaken on an ad-hoc basis, including the opportunity to mentor a member of the executive. The Independent Member must comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.

# Diversity

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 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 [partnerships@energysecurity.gov.uk](mailto:partnerships@energysecurity.gov.uk).

# Person Specification

We are seeking candidates with the right skills, experience and abilities to complement those of our existing Board members. Also, a person who can provide perspective and guidance on a range of complex issues relevant to the CNPA's work.

We are looking for candidates who can provide an external perspective to the Authority's discussions. While not necessarily coming from a security or nuclear background, the independent member should understand the context and environment in which the CNPA operates, display sound judgement to make a strong contribution to Authority decision-making and sharing responsibility for the Board's decisions.

For this role, we are seeking candidates who can provide perspective and guidance on a range of complex issues relevant to the CNPA's work, including financial management or operations.

We are seeking these skills as there will be several budgetary pressures over the next few years, on which the Authority will need to provide both a strategic view and specific tactical guidance to the executive. Candidates who can therefore demonstrate a strong track record in this regard are highly desirable.

# Essential Criteria for both roles

- The ability to work in a professional manner and communicate effectively and sensitively with others as part of a senior team, while taking collective responsibility for decisions of the Authority to ensure delivery of an effective and efficient CNC;
- The ability to think strategically and to focus on high level organisational and governance issues, i.e. planning, financial management, risk management, strategy and performance and to question intelligently, debate constructively and challenge vigorously;
- The ability to analyse complex issues quickly and identify the central points requiring decisions of the Authority. Reach a balanced and independent judgement on Authority decisions, while providing constructive criticism and being uninhibited in discussion of CNPA business;
- The ability to scrutinise, challenge and monitor performance against targets and to ensure that resources are used efficiently. This includes the ability to understand and interpret financial information, although financial qualifications are not required;
- An interest in and a commitment to public service and upholding the highest ethical standards of integrity and probity, with experience in driving cultural change within the workplace, alongside promoting and fostering diversity and inclusion; and
- The ability to communicate and build relationships with a range of stakeholders and other key influencers gaining trust and respect and to build good working relationships with the Chair, Executive and non-Executive members.

# Essential Criteria continued

## Independent Member (financial expertise role)

- Experience and a sound working knowledge of financial management and accountancy, which can be confidently applied to the role to manage an expected increase in work in this area in the near future. This includes playing a large part in informing CNPA decisions and contributing to development of in-house accountancy skills, particularly through mentoring; or

## Independent Member (policing expertise role)

- Experience of policing and of leading on operations, including armed response or counter-terrorism and related issues. Also, an understanding of the current policing challenges including cyber security risks.

# Desirable Criteria for both roles

- Knowledge and/or experience of the civil nuclear sector; and
- A commercial skillset, with experience of asset management, estate management and public sector procurement.

# Terms of Appointment

- **Appointment Term:** The post-holders will be appointed for a single term of 3 years, renewable subject to performance and at the discretion of the Secretary of State.
- **Remuneration:** The Members will receive a £17,500 per annum.
- **Time Commitment:** 35 days per annum.
- **Location:** Culham, and remote attendance may be possible when appropriate.
- **Nature of Appointment:** This is a Ministerial Appointment by the Secretary of State for Energy Security and Net Zero. The post holder would be an officeholder and not be an employee of the Department or the CNPA.
- **Availability:** 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.

# How to Apply

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.

# Assessment Panel, Process and Timing

## The members of the Advisory Assessment Panel are:

### Department of Energy

#### Security and Net Zero Representative:

Henry Hirsch (Deputy Director, Civil Nuclear Security)

**Representative from the CNPA:** Susan Johnson

#### Independent Panel Members:

Fiona Rayment OBE

The timelines for this campaign is indicative and subject to change. Please check the advert, for any updates.

Advert Closes	28 November 2024
Panel Sift	06 January 2025
Panel Interview	W/C 17 February 2025
Candidates notified of the outcome	April 2025
Appointment confirmed	Early May 2025

# Annex A: Conflicts 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@energysecurity.gov.uk](mailto:partnerships@energysecurity.gov.uk).

# Annex B: The Seven Principles Underpinning 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 C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team ([partnerships@energysecurity.gov.uk](mailto:partnerships@energysecurity.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 Energy Security and Net Zero's Complaints Procedure [here](#).

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) or by post, as follows:

The Commissioner for Public Appointments  
Room G/8, 1 Horse Guards Road  
London, SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk).