



Department
for Transport

Harwich Haven Authority
Non-Executive Director (NED)
June 2024





Department
for Transport

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Welcome Note from Mark Harper, Secretary of State for Transport

Dear Applicant,

Thank you for your interest in this Non-Executive Director on the Board of Harwich Haven Authority.

This is an important time for the Department for Transport. We are investing heavily in infrastructure and public transport to improve journeys, boost connections, level up the country and support economic growth. Central to our mission is delivering transport that works for everyone in our society.

We are recruiting for a Non-Executive Director to join our team on the Board of the Trust Port at Harwich Haven Authority. As well as having a large jurisdiction in North Essex, the Authority is responsible for navigational safety and improving the Haven for future generations.

The position requires a Non-Executive Director to join their board, providing guidance, strategic and governance oversight.

We strongly welcome applications from all backgrounds. As part of the Department's commitment to diversity, we believe our public appointments should reflect our customers – the travelling public – who came from all walks of life and have different experiences. We very much welcome fresh talent, expertise, and perspectives, to help us better understand the needs of the communities we serve and support better decision making for all. This includes people who may have never applied for a public appointment – but could bring new ideas, insights, and energy.

If you are interested in the role and work of Harwich Haven Authority, I would like to encourage you to apply.

Our dedicated DfT Maritime Sponsorship & Appointments Team would be happy to talk through the process and answer your questions.

Rt Hon Mark Harper MP
Secretary of State for Transport



About Harwich Haven Authority

Established in 1863, Harwich Haven Authority is one of the UK's largest Trust Ports with approximately 40% of the country's container traffic travelling through the area.

Based on the North Essex coast, its jurisdiction covers an area across the River Stour, the lower part of the River Orwell, Harwich Harbour, and an area seaward extending 12 nautical miles from the harbour entrance. The Authority provides service for shipping using the commercial ports of Felixstowe, Ipswich, Harwich International, Harwich Navyard and Mistley and also pilot boarding and landing services for the rivers Thames, Medway, Blackwater, Colne and Crouch.

The Authority is responsible for navigational safety and protecting and improving the Haven for future generations. This enabled through its continuous and close dialogue with The Department for Transport, local authorities, local industry, environmental groups, sailors, residents, community groups and its employees, ensuring the Authority meets the needs of all its stakeholders.

The Authority has recently completed a series of major strategic initiatives, including deepening the Haven's harbour and approach channel, allowing for a level of access for the biggest modern vessels unequalled anywhere in the UK. Now the Authority is looking to drive further forward by identifying new opportunities for innovation, greater levels of environmental protection, and deeper engagement with and growth for the local community.

Role summary

Harwich Haven Authority seeks a new Non-Executive Director to join their board at an exciting moment for their future strategy. This board member could bring one of a range of expertise from health & safety to civil engineering, to a deep knowledge of the public sector.

As a non-executive, you will provide guidance and strategic & governance oversight to Harwich Haven Authority, ensuring the organisation achieves its objectives and remains a leading example of commercial, environmental, and marine safety best practice for the Trust Port sector. In particular, the Authority are keen that non-executives play a support and constructively challenging role for the Authority's executive, providing guidance and mentorship where required.

The responsibilities of a non-executive will include:

- Governance & scrutiny: Ensuring appropriate scrutiny and the highest standards of governance, transparency, and accountability.
- Strategic Planning: Collaborate with the rest of the Board and the Executive to develop and implement the strategic vision for Harwich Haven Authority and support the executive in setting clear objectives and performance metrics.



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- **Financial and Risk Oversight:** Work closely with the executive to oversee the financial health of the organisation, ensuring prudent financial and risk management, sustainability, and compliance with regulatory requirements.
- **Advocacy and Representation:** Act as an ambassador for Harwich Haven Authority, representing the organisation with stakeholders within the organisation and with partners where relevant.
- **Support and Evaluation:** Provide guidance, mentorship and support to the senior leadership team, where appropriate and beneficial based on your skillset and experience.
- **Statutory responsibilities:** To act as Duty Holder ensuring compliance with the Port Marine Safety Code.



About the Role

- Title:** Non-Executive Director (NED)
- Reports to:** Harwich Haven Authority Chair
- Duration:** An initial term of 3 years, with the possibility of re-appointment
- Remuneration:** £16,000 per annum for up to 12-15 days per annum.

Essential criteria:

Harwich Haven Authority are looking Non-Executive Directors that can demonstrate the following essential skills & experience.

- Passion for and demonstrated interest in Harwich Haven Authority and its core responsibilities - marine safety, environmental protection, local economic growth, and trade & prosperity.
- High emotional intelligence and the ability to act as a critical friend to the executive and wider board.
- Ability and willingness to engage with the Authority at all levels, travelling to Harwich when appropriate and engaging with employees at all levels on the ground.
- A commitment to diversity and inclusivity within the boardroom and the wider organisation.

It would also be desirable for candidates to have experience in one or a number of the following:

- Knowledge of the marine sector, either in a trade & shipping, environmental, military, or wider capacity.
- Strong understanding and/or previous experience of health & safety in a regulated environment.
- Strong previous experience in civil engineering or a related field.
- Knowledge and experience working for/with central and local government.
- Strong understanding of the local region & community.
- Previous experience working closely with unions and regulators.
- Strong experience using, visualising and interpreting data in a business context.

Candidates' suitability for the role will be assessed against the essential criteria above.



How to Apply

If you wish to apply for these positions, please apply through the Cabinet Office's [Public Appointments website](#) by **10 June 2024**.

Any applications submitted after the closing date, or that are missing any of the following documents, will not be accepted.

- A **CV or equivalent biographical information** (maximum two sides A4, minimum 12 font) setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 12 font) setting out how you meet the essential criteria – make sure you refer to the contents of this document and provide specific examples.
- You will also be asked to provide diversity data, and to declare any potential conflicts of interest or reputational issues.

If you have any queries about this role, please contact the Public Appointments Team at dftpublicappointments@dft.gov.uk.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know if you are unable to meet these timeframes.

Advert Closing Date	10 June
Short List Meeting	w/c 22 July
Final Panel Interviews	w/c 30 September
Meeting with Secretary of State (if required)	TBC



Selection Process

This role is being competed in accordance with the Governance Code (January 2017)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness, and fairness.

The selection panel for this appointment competition is:

- Debbie Francis – Chair (HHA)
- Keith Winstanley – NED (HHA)
- Lisa Gilmour – DfT Representative
- Tim Clarke – Independent Panel Member

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. Interviews are expected to take place in London and to last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

The decision to appoint to these role/s rests with the Secretary of State. Appointable candidates may be invited to meet with the Secretary of State, or another Department for Transport Minister, before they make a final decision.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed.

You can expect the recruitment process to take approximately 3 months, however, applicants will be kept informed of progress.

Additional Information

Board NED Composition

- Debbie Francis OBE (Chair)
- Alan Dowokpor (Deputy Chair)
- Keith Winstanley MBE
- Flemming Dalgaard
- Nicola Hancock
- Jerry Wedge
- Jonathan Gibbard
- Dame Lin Homer



Appointment Term

- Your appointment as a Non-Executive Board member of HHA will be made by the Secretary of State.
- The appointment will be for an initial term of 3 years, with the option of re-appointment for a further term by mutual agreement.
- It should be noted that this post is a public appointment; Chairs/ Non-Executive Board members are neither employees of the Crown nor the Department for Transport. Such appointments are not normally subject to the provisions of employment law.
- Appointments may be ended prior to the conclusion of the period of appointment.

Time Commitment

Board meetings are held quarterly, with two additional strategy days and committee meetings. In total the time commitment for the role will be between 12-15 days. The anticipated time commitment is a minimum of 12-15 days per annum.

Remuneration

- £16,000 per annum for up to 12-15 days attendance,
- If invited to chair a sub-committee, additional remuneration be provided.
- Remuneration is taxable through payroll, and the appointment is pensionable.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

Location

Board meetings and committees are a mix of virtual and in-person while strategy days are in-person (in Harwich and sometimes other locations).

Availability

The successful candidates are expected to commence the role on XXXX, subject to the successful completion of pre-appointment checks and security clearance.



Security clearance

The successful candidate will be required to have or be willing to obtain security clearance up to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Equal Opportunities Monitoring

We believe that by being a diverse and inclusive workplace, where everyone is valued, we are more motivated, higher performing and more committed to our team. We welcome all applicants, regardless of gender, sexual orientation, social background, religious beliefs, ethnicity, or age.

As part of the application process, we ask candidates to complete equal opportunities monitoring information in the application portal. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. This part of the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident

The Department for Transport values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident scheme, we guarantee an interview to anyone with a disability whose application meets the essential criteria for the post.

In order to guarantee an interview to all disabled candidates ([as defined by the Equality Act 2010](#)) who satisfy all the essential criteria for the role and wish to be considered under the Disability Confident Scheme, we need candidates to declare a disability and that they wish to be considered under the Scheme.

What do we mean by a disability?

To be eligible for consideration under the Scheme, you must be considered disabled under the Equality Act 2010. This means that you must have or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

You do not have to be registered as a disabled person to apply under this scheme.



Nationality

This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals and certain non-EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. You will not be asked to produce evidence to confirm your eligibility at the application stage, but you will be required to do so should you be invited to the final panel interview.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Review Body's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life in Annex A.

Disqualification for appointment

- There are circumstances in which an individual will not be considered for appointment. They include:
- people who have received a prison sentence or suspended sentence of three months or more in the last five years.
- people who are the subject of a bankruptcy restrictions order or interim order.
- in certain circumstances, those who have had an earlier term of appointment terminated.
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.
- anyone who has been removed from trusteeship of a charity; and
- Roles listed under the [House of Commons Disqualification Act 1975](#) or the Devolved Administrations equivalent.

Registration of interests

The purpose of these provisions is to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity, and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.



There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Board via the application portal. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity

Members will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

Your political activity will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Due diligence

Due diligence will be carried out as part of the application process. As well as checks made regarding the above, searches will be carried out via internet search engines and any public social media accounts. It will be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any findings.

Data Protection

The Department for Transport (DfT) is the joint controller, with the Cabinet Office, for any personal data which you provide to us as part of your application.

Information provided as part of this application will be kept securely within DfT and destroyed within 5 years of the conclusion of the recruitment campaign.

DfT uses this form to gather evidence on DfT's public appointments.

The lawful basis that applies to this processing is that it is necessary for the performance of a task carried out in the public interest to inform DfT's recruitment policies in accordance with the Department's public sector equality duties. For processing special category personal data (disability, religion, sexual orientation and ethnicity), we rely on Article 9(2)(g), reasons of substantial public interest (equality of opportunity and treatment).



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Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Via email: DfT Public Appointments DfTPublicAppointments@dft.gov.uk

Public Appointments Team
Shareholding, Appointments and Inquiry Response
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

We will reply to your complaint within 20 days.

If you remain unsatisfied, please [contact the Office of the Commissioner for Public Appointments](#). The Commissioner can only investigate complaints relating to regulated Public Appointments.



Annex A

Seven Principles of Public Life

The principles of public life apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act 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 their friends.

Integrity

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

Objectivity

In carrying out public 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 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.