



Candidate pack

Role: Chair, Regulatory Innovation Office

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Classification: OFFICIAL

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Secretary of State foreword

Thank you for your interest in the role of Chair to the Regulatory Innovation Office (RIO).

Good regulation is essential to build safety and public trust, but decisions need to be made quickly. The Regulatory Innovation Office will help to make Britain the best place in the world to innovate by speeding up regulatory decisions and providing clear direction based on our missions and upcoming industrial strategy.

As chair, you will bring extensive experience of shaping new organisations to bear on the design of this new organisation, whilst also supporting the delivery of early engagement in key sectors including engineering biology; space; artificial intelligence and digital in healthcare, and; drones and other autonomous technology. British innovators and businesses are developing new world-leading products and services, powered by technologies like artificial intelligence. However, they face a mountain of red tape just to get started, which, in some cases, can mean requiring approval from up to 11 different regulators.

Your insights and guidance will be instrumental in helping DSIT to work with regulators, partners across government, and businesses to take the action that will shape a regulatory environment fit for the future.

The Rt Hon Peter Kyle Secretary of State for Science, Innovation and Technology

The Department for Science, Innovation and Technology (DSIT)

At DSIT we are all about improving people's lives by maximising the potential of science and technology.

We accelerate innovation, investment and productivity through world-class science, research and development.

We use technology for good by ensuring new and existing technologies are safely developed and deployed across the UK, with the benefits more widely shared.

We are driving forward a modern digital government which gives citizens a more satisfying experience and their time back.

We do all this to enable the Government's five national missions: kickstarting economic growth, making Britain a clean energy superpower, taking back our streets, breaking down barriers to opportunity and building an NHS fit for the future.

Above all, we focus on improving people's lives. Whether it is researching new treatments for disease, developing better batteries, reducing burdens through better public services, keeping children safe online, and much more. Outcomes for citizens are at the heart of what we do.

The role

The Regulatory Innovation Office is being established as an office within DSIT to drive reforms to the regulatory system that will support the rapid introduction of our most impactful technologies. DSIT is seeking a chair for the RIO to provide trusted advice and challenge to officials, regulators and ministers, and to represent the office at high-profile external engagements.

Over the course of the Chair's two-year term, they will work with officials and ministers to design the target operating model for the RIO, whilst also shaping progress in early areas of focus for the RIO, which will include engineering biology; space; artificial intelligence and digital in healthcare, and; drones and other autonomous technology. The RIO will incorporate the existing Regulatory Horizons Council (RHC), which at present has five members and its own chair. The RIO chair will work closely with the RHC Chair, on a peer-to-peer basis, recognising the complementarity of the two roles.

The RIO chair will:

- Draw upon extensive professional experience of driving systems-change, and deep understanding of the technological landscape to provide trusted advice on the future 'Target Operating Model' design of the Regulatory Innovation Office, helping to shape external consultations;
- Provide strategic advice on the delivery of regulatory reforms, ensuring that the implementation aligns with the RIO's long-term objectives and the needs of technologies and innovation, while identifying and mitigating risks to successful execution.
- Shape engagement on early areas of focus for the RIO, working alongside the Regulatory Horizons Council.
- Work with the chair and members of the independent Regulatory Horizons Council (an expert group providing advice on the implications of technological innovation and the regulatory reforms needed to support their rapid and safe introduction) to translate their advice into future strategic objectives for the RIO;
- Lead engagement with stakeholders, including industry, regulators and the public on behalf of the RIO.

This is a **non-executive** position. You will provide advice and challenge to officials and regulators, and represent the department externally on relevant matters.

The chair will operate according to the Seven Principles of Public Life (Annex B).

Diversity

We are committed to increasing the diversity of our advisors 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 and advisory groups.

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 rio@dsit.gov.uk.

Person specification

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

- **Lead criteria: Significant experience as a senior leader and/or chair**, with:
 - *Strategic agile vision* and the ability to set clear, forward-looking direction and make objective, open-minded strategic decisions, whilst staying adaptable;
 - *The ability to quickly earn trust and confidence* as well as encourage debate and challenge and resolve conflict in a constructive manner, and;
 - *Experience with early-stage organisations*, ideally from a leadership perspective.
- **Exceptional communicating and influencing skills and political awareness**, with extensive experience of stakeholder engagement and proven ability to interact with, and tailor approaches to, varied stakeholders including ministers.
- **Science, innovation and technology knowledge**: Knowledge of either business innovation or science, research and technology, with demonstrable capability to upskill at pace to engage meaningfully across both areas.
- **Regulatory knowledge**: Demonstrates capability to become a credible voice in discussions around regulation, in particular how it can be used to support the rapid and safe introduction of technological innovation.

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

Vetting requirements

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

Nationality requirements

In general, you should have the right to work in the UK to be eligible to apply for a public appointment.

There are a small number of specialist roles that are not open to non-British citizens. Any nationality requirements will be specified in the vacancy details.

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.

You must inform the sponsor department if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for. You should also declare any other matters which may mean you may not be able to meet the requirements of the Code of Conduct of Board Members (see Outside interests and reputational issues section below)

If you need further advice, please contact partnerships@dsit.gov.uk.

Terms of appointment

Appointment term

The successful candidate will be appointed for an initial period of 2 years.

Remuneration

Remuneration will be discussed with the successful candidate.

Time commitment

The RIO Chair is expected to undertake around 4-5 days of work per month.

Location

Formal meetings will take place in London and at locations across the UK, and it will be possible to carry out a significant portion of work virtually. Candidates from anywhere across the United Kingdom are invited to apply.

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

The successful candidate will be encouraged to take up their appointment from early 2025 following successful completion of pre-appointment checks and vetting.

Assessment panel, application process and timing

The department will select and appoint chair candidates based on the evidence provided at written application stage. Should a significant number of high-quality candidates apply, interviews may be conducted.

The advisory assessment panel

Members of the advisory assessment panel will include:

- Hannah Boardman – Director, Technologies and Innovative Regulation for the Department for Science, Innovation and Technology
- Jim Foudy – Deputy Director, Innovative Regulation, for the Department for Science, Innovation and Technology
- An external panel member.

Application process

Applications must be submitted by 11.55pm, 24 November 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
- 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

We envision the shortlisting taking place during w/c 25 November 2024, with interviews in December 2024.

The timelines for this campaign are indicative only and may be subject to change without notice. Check the online advert <https://apply-for-public-appointment.service.gov.uk/roles> for the latest information.

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@dsit.gov.uk.

Annex B: The Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. The candidate for this role is 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

If you feel you have reason to complain you should direct your concerns in the first instance to 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 procedure¹.

¹ <https://www.gov.uk/government/organisations/department-for-science-innovation-and-technology/about/complaints-procedure>