



Candidate Information Pack

NCA Non-Executive Director (NED)

£15,000 per annum for 20 – 24 days per annum

December 2024

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**Opening message from Graeme Biggar  
CBE, Director General, National Crime  
Agency**

Thank you for considering the role of Non-Executive Director at the National Crime Agency. If you are seeking a unique, exciting and rewarding place to work where you can make a difference, then you have come to the right place.



The NCA comprises a range of roles, requiring a host of different skills. We need people with different backgrounds, skills and perspectives to perform these roles, and then we need everyone to work together seamlessly to deliver the mission of protecting the public from serious and organised crime. So, diversity and inclusion are not an add on for us; they are fundamental to who we are and what we do. It also makes us vibrant, flexible and resilient. It is one of our greatest strengths.

We are actively seeking experience and insights through our Non- Executive Directors, who bring independent advice, support and challenge to the NCA. Using their extensive external experience, their contribution to the NCA Board and its supporting committees is vital in helping us succeed in our demanding mission. They helped us formulate our current five-year strategy and support us and hold us to account in our delivery of it.

To complete our team of four Non-Executive Directors, we are in particular looking for an individual who can offer experience or knowledge of the operational work of law enforcement, intelligence or related fields. This might come from a career in these fields, or working in close partnership with them, or knowledge gained from a close stakeholder relationship.

I am excited to offer an opportunity to join our team in this capacity to help us to achieve our mission. If you have the relevant skills and experience then I look forward to receiving your application.

**Context**

The Civil Service delivers public services and supports the government of the day to develop and implement its policies. Much of this work happens in our individual Departments (of which there are over 40), but we also have 12 cross-Government functions - along with numerous arms' length bodies who work across the public sector.

This role is based in the National Crime Agency which is a non-ministerial department, responsible for leading the UK's fight to cut serious and organised crime. We are an intelligence-led law enforcement agency. You can find out more about the organisation at [www.nationalcrimeagency.gov.uk](http://www.nationalcrimeagency.gov.uk) or by looking at the NCA Annual Plan 2022-23 and Annual Report and Accounts 2022 -2023 all available on the NCA website.

*This role is a Non-Executive Director role. The role of the Non-Executive Board Member is a key post contributing to the NCA Board the Audit and Risk Committee and potentially other committees which are essential to the success of the NCA.*

*As a NED you will use your skills and experience to bring an independent perspective, and to offer constructive advice and challenge, to help to develop the strategy and performance of the Agency. You will do this in line with the DG's direction for the Agency and within the scope of the Home Secretary's strategic priorities.*

### What does the role involve?

Time Commitment: Approximately 20-24 days per annum.

Duration: 3 years with an option of extending for a further 3 years.

Location: Regular travel to London\* and other NCA sites around the UK will be required to attend meetings.

*\*Under the NCA Estates Strategy, the London office is part of a planned relocation to a new NCA HQ in Stratford, London. Relocation is expected to take place in 2025.*

Remuneration: £15,000 - we will reimburse all reasonable expenses including T&S and further expenses in line with NCA policies.

Among other things, Non-Executive Board Members will attend up to six NCA Board meetings per year which is chaired by the DG NCA in addition to Audit and Risk Assurance Committee which is chaired by a NED, and potentially other committee meetings.

In line with Government best practice, the responsibility of the Board includes the following areas:

- a. Strategic Clarity: setting the vision and ensuring all activities contribute towards it;
- b. Commercial Sense: ensuring sound financial management; scrutinising the allocation of financial and human resources; ensuring organisational design supports strategic

objectives; setting the NCA's risk appetite and ensuring controls are in place to manage risk and to ensure value for money;

- c. Talent Management: ensuring the NCA has people to deliver current and future needs;
- d. Performance Monitoring: agreeing the NCA business plan; monitoring and steering performance against the plan; scrutinising performance and setting values and standards; ensuring clear, consistent, comparable performance information is used to drive improvements.

### **What are we looking for?**

Our Non-Executive Directors are expected to contribute to the work of the Agency in the following areas:

**Independence:** provide an independent and diverse perspective and assurance, including advice to Director General NCA, on the capability of the agency. Provide independent support, guidance and challenge on the progress and implementation of the business plan;

**People:** develop the Agency's people strategy, including ethical and directional issues such as diversity and senior jobholder moves as well as community outreach strategies;  
**Strategy:** within the scope of the Home Secretary's strategic priorities for the Agency, constructively challenge and contribute to the development of strategy and business planning, including the setting and development of key objectives and targets;

**Support:** aid the Board to develop the skills and tools needed for it to engage with strategic issues in ways that have practical resonance;

**Performance:** scrutinise the performance of the Agency in meeting agreed goals and objectives, and monitor the reporting of performance, including financial targets:

**Governance:** satisfy themselves that governance, internal control and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the Board.

**Connect:** link the Board to people and organisations who can provide different perspectives, opinions and expertise which will assist in furthering the business of the agency.

Specifically, this role will focus on the intelligence and investigative arms of the business, providing advice, support and challenge and scrutinise their performance against the NCA's strategy and priorities.

## What experience will you need?

The Civil Service is open to talented people from any career background: we will always seek to identify transferable skills from the individual's experience. To help you succeed in this role, you will likely have:

- Excellent leadership and change management skills, with the breadth of vision, innovation and experience to take a long-term view on what the Agency might achieve and to advise on how to make that happen.
- Ability to provide objective and rigorous challenge and scrutinise performance, as well as effective advice, to develop and enhance executive thinking.
- Ability to engage and develop relationships with senior stakeholders within government, law enforcement and private sector, acting with integrity and transparency at all times.
- Ability to deploy experience of working with a range of diverse organisations to both develop and assure process and operational delivery in the NCA.
- We are seeking someone with senior experience in intelligence, investigations and/or security matters. This might come from a career in these fields, or working in close partnership with them, or knowledge gained from a close stakeholder relationship
- We are seeking someone who can share their experience of leading and managing large and complex organisations at a senior level – preferably at Board-level or equivalent.
- We are seeking someone who will support and influence the strategic direction of the agency, ensuring alignment with our agency values at each stage of delivery of the NCA Strategy 2023-28.

## Desirable

- Experience of working in a multi-agency environment and in organisations undergoing significant change would be beneficial.
- Experience of holding a Trustee and/or Board level role.

*Diversity is vital to the success of this role, and to the Civil Service as a whole. We actively welcome applications from candidates from all backgrounds, with different experiences and perspectives - and we are committed to ensuring that we work in an inclusive way that means everyone in the Civil Service can perform at their best.*

**Our recruitment process:**

We aim to ensure that our recruitment process is fair and open. We also design our recruitment processes to reflect our values-based approach to HR.

We expect the process for this role to be as follows:

- The closing date for applications will be 23:55 on 13<sup>th</sup> January 2025
- A shortlist of the applications will take place on 31st January 2025
- a panel interview, chaired by Graeme Biggar, NCA Director General, on 7<sup>th</sup> February 2025.

Other panel members at the interview will include but may not be limited to:

Claire Smith, NCA Director General Capabilities  
Sir Jonathan Stephens, NCA Lead Non-Executive Director  
Chris Jones, Home Office Director Strategy and Engagement

Full details will be provided to shortlisted candidates and we will do our best to arrange the sessions in a way that works for you. We hope that this process will be conducted in face-to-face sessions, but if you need any adjustments do let us know.

Please let us know in your application letter if you are unable to come for an interview on the date we've included here.

**Detailed terms**

- This role is being offered on a Fixed Term Appointment basis.
- If you are successful you can expect a salary on appointment of £15,000 per annum for a commitment of 20 – 24 days per annum
- This role requires require frequent attendance at our London\* offices as well as some attendance at any of our national sites. So, you will need to be prepared to travel nationally.
- If successful you must hold, or be willing to obtain, security clearance Developed Vetting. More information about the vetting process can be found here: [NCA Vetting and PESC Guide](#)
- Unfortunately, we will not be able to reimburse you for any expenses incurred as part of this recruitment process.

*To ensure the integrity of the judgements and decisions they make every day, all civil servants must make sure that no conflict arises - or could be perceived to arise - between their public duties and their private interests when joining, or leaving, the civil service. This is a requirement of our Civil Service Code and is designed to protect both individual civil servants and their employing departments.*

*If you believe you have any interests that might be relevant (or be perceived as relevant) to your ability to undertake this role, please let [scs.appointments@nca.gov.uk](mailto:scs.appointments@nca.gov.uk) know early in the process. Such interests may be financial or may be related to the relationships you have with specific individuals, organisations, or employers. We will be able to discuss those interests with you and help work through potential next steps.*

### How to apply

To apply, please submit your application to [SCS.appointments@nca.gov.uk](mailto:SCS.appointments@nca.gov.uk)

You will need to submit the following information by no later than 23:55 13<sup>th</sup> January 2025.

- Your CV, with educational and professional qualifications and full employment history, including an explanation of any gaps in your employment history, and details where possible of budgets and numbers of people
- A short covering statement of no more than two A4 sized pages (1000 words) explaining why this appointment interests you and how you can evidence your suitability for the role, with particular reference to the criteria in the 'relevant experience' section on page 6 of this advert.
- Notification of any dates you are unable to accommodate within the indicative timetable set out above.

You will also be asked to complete a diversity monitoring form.

Please note that references and open-source due diligence checks (including into social media accounts) will be undertaken for all short-listed candidates.

*If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please raise it with Naomi Amor, Deputy Director Human Resources, by emailing [naomi.amor@nca.gov.uk](mailto:naomi.amor@nca.gov.uk)*