



DCMS - Non-Executive Board Members x3

Public Appointment Candidate Pack

Closing time and date: 20 February 2025 11:59pm



Department
for Culture,
Media & Sport

Susannah Storey - DCMS Permanent Secretary



Thank you for showing an interest in becoming a DCMS Non-Executive Board member. DCMS is seeking to fill three Non-Executive Board Member (NEBM) positions, including a new Chair of the DCMS Audit and Risk Assurance Committee.

DCMS celebrates what makes life in the UK unique, recognising the vital role culture, arts, media, sport, tourism and civil society play in supporting the economy and shaping our image on the world stage. Our sectors are a powerful force for economic growth and opportunity, contributing £170 billion to the economy, supporting 4 million jobs and acting as a source of soft power and national pride.

Our new Secretary of State has an ambitious agenda with her three priorities being: Growth and good jobs in every place; richer lives with choices and opportunity for all; amore socially cohesive society and a new national story.

The successful candidates will exercise their role through influence and advice to the Department, supporting as well as challenging the Executive team and Ministers to continuously improve as we deliver this important agenda.

DCMS Non-Executive Board Members

As a department, we support initiatives that enrich everyday life and underpin the Government's missions. We will work to support the growth of our highly innovative sectors and support the creation of jobs across the UK. This also means ensuring that people everywhere have the skills to succeed in our sectors. We will support young people to succeed in our sectors, and help to ensure opportunities are not limited because of where people live, or how much money they have. We will empower local partners, the media and people to drive change, build cohesive communities and an inclusive national story.

As an organisation we really live and breathe our values and work hard to create a culture that our staff enjoy working in. We have two thriving head offices, one in London and Manchester. We also have 42 arm's length bodies and we work closely with stakeholders up and down the country and internationally.

As a Non-Executive Board Member you will have the opportunity to help us shape what is an exciting agenda, particularly at a time when we are taking centre stage with events that shape our national identity and future.

These appointments will be made by the Secretary of State.

NEBMs provide advice on the operational implications and effectiveness of policy proposals and support getting policy translated into results. Ministers alone will decide policy, with advice from officials.

The time commitment for both roles will be approximately **15-20 days** per annum, including a minimum of four Departmental Board meetings per year.

Successful candidates will be appointed for a **three-year term**, with the possibility of reappointment for a further three years.

For more information on departmental boards and government non-executive please see

<https://www.gov.uk/government/publications/non-executive-directors>

Key Responsibilities of Non-Executive Board Members



Non-executives bring external experience and expertise to the decisions and processes of the DCMS Board. They exercise their role through influence and advice, as well as constructively challenging Ministers and officials. The role is varied, but general responsibilities include:

- Member of the Departmental Board, a key part of our corporate governance, delivering assurance and oversight of the Department and its agenda including from time to time acting as a sounding board to the Secretary of State, Permanent Secretary and other senior individuals as appropriate;
- Providing strong and constructive challenge and supporting the executive team to ensure that they deliver the approved strategy and discharge their leadership responsibilities;
- Bring relevant skills, experiences and understanding from across a range of DCMS sectors to support, guide and challenge implementation of the Department's strategy and priorities: growth and good jobs in every place, richer lives with choices and opportunities for all, and building a more socially cohesive country;

Key Responsibilities of Non-Executive Board Members

- Contributing expertise from the sectors you are operating in or have operated in to help shape the Department's approach;
- Reviewing the department's business plans and challenging progress on the operational/delivery implications of policy proposals, and undertaking deep-dives into potential risks and mitigations;
- Scrutinising performance through an outcome focussed lens. Ensuring the department adheres to relevant standards and operates with integrity;
- Participating in the Board's annual effectiveness review and ensuring the Board acts on recommendations and builds its own capability;
- Building and maintaining effective working relationships with a broad range of networks and stakeholders;
- Attending occasional government-wide meetings for non-executives to share best practice.

The role of the Audit Risk Assurance Committee Chair contains additional responsibilities, these include:

- Chairing at a minimum of four Audit Risk Assurance Committee meetings a year;
- Providing direct support and challenge to the DCMS Permanent Secretary in her role as Accounting Officer;
- Supporting the Departmental Board and Principal Accounting Officer by reviewing and formally recommending the signing of the Department's Annual Report and Accounts;
- Reviewing the Departmental Strategic Risk Register and providing challenge, advice and feedback.



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Person Specification



Essential Criteria:

Candidates will need to demonstrate in their application that they meet all of the following essential criteria to a high standard:

- Experience of working in at least one of the DCMS sectors or working at a senior level in communities, with an understanding of challenges and the ability to scrutinise and work with the department on policy issues;
- Proven senior leadership, with the ability to operate at board level and contribute to the effective running of the Department, including setting strategy and ensuring its effective governance;
- Sound judgement and a high level of integrity (including when dealing with confidential or sensitive issues); and
- Excellent communication skills, inspiring confidence with a wide range of stakeholders both in formal environments (such as Board meetings) and in less formal environments (such as one-to-one meetings with Executives).

Person Specification



Candidates for the Audit and Risk Assurance Committee Chair role will also need to demonstrate the following expertise:

- Significant experience of assurance, risk management and the work of audit committees. A proven track record of competently analysing financial statements, instilling good financial management disciplines and adhering to best practice.
- Financial scrutiny: Board-level experience of sound financial, risk and performance management, approving and scrutinising the allocation of resources to achieve plans using clear, consistent, comparable performance information. Good understanding of the role of audit and other controls in the financial sphere.
- Risk management: Significant experience of assessing and managing risks, including high risk and high value projects and risks with a public interest element.
- Qualification in finance and audit from a recognised organisation

Person Specification



The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all non-executive board members of UK public bodies must abide by the principles set out in the [Code of Conduct for Board Members of Public Bodies](#). The seven principles of public life set out in this Code are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (detailed in full at the end of this pack).

We welcome applications from all under representative groups and from across the UK, applicants will have an interest in our sectors, a passion for the Civil Service and be willing to act as an Ambassador for the department.

Role of the DCMS Departmental Board



The Departmental Board forms the collective strategic and operational leadership of the Department, bringing together the Ministerial and Civil Service leaders with senior non-executives from outside government.

It provides advice and challenge to the department and its Ministers on strategic and operational issues. It has an advisory rather than a decision-making role. The Board is governed by the Corporate Governance Code.

The scope of the Board is performance and delivery, providing the strategic leadership of the department, advising and supporting on the operational implications and effectiveness of policy proposals, and focusing on getting policy translated into results.

The Board is responsible for ensuring the department has strategic clarity, for oversight of commercial decision making, keeping the department focused on results and scrutinising management information.

Additional Information

Number of roles: x3 Non Executive Director Roles

Term of Appointment: These appointments will be for a term of **three years** with the possibility of re-appointment.

Remuneration: The Role of NEBM is remunerated at **£15,000** per annum. The Audit and Risk Chair receives **£20,000** given the additional responsibilities of the role. NEBMs on departmental boards are not employees and they do not benefit from temporary civil service status.

Time of Commitment: Approximately **15-20 days per annum**, including a minimum of four Departmental Board meetings. All meetings are usually held at 100 Parliament Street, London but may also take place in the Manchester Head Office or in other locations across the UK. All non-executives are invited to one non-executive conference per year, co-ordinated by the Cabinet Office and the Government Lead Non-Executive.

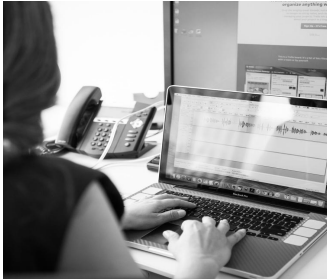
Who can apply? You should have the right to work in the UK to be eligible to apply for a public appointment.

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.

Security Clearance required: The successful candidate will be required to undertake Baseline Personnel Security Standard checks in line with the Civil Service guidelines. Additional Security Clearance may also be required for certain roles. However, where this applies, candidates will be notified during the appointment process. Further information on National Security Vetting can be found on the Gov.uk website [here](#).

How to apply



To apply for these role, you will need to submit the following documents which will assessed against the **essential criteria**:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you provide employment history and non-executive experience that relates to the essential criteria. The CV should not exceed more than 2 x A4 pages.
- A **Statement of Suitability** (max 2 pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential requirements highlighted.
- A **Diversity Information Form** and **Conflicts of Interest Form** relating to any outside interests or reputational issues should be submitted.

For the **shortlist**, the Advisory Assessment Panel will select applicants demonstrating the best fit for the role by considering the evidence provided in your application.

Apply Online - <https://apply-for-public-appointment.service.gov.uk/roles>

Selection process details

Advert closing date:	20 February 11:59pm
Shortlisting:	Early March 2025
Interviews:	17/18/24/25 March 2025

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.



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Shortlist

The Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the Panel's recommended shortlist. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for an interview.

Feedback

Please note you will only receive feedback if you reach the interview stage. Following interview, all candidates will receive a score along with some short written feedback on your performance at interview.

Diversity and Inclusion

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

We try to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you wish to apply under this scheme, either state this in the covering email or letter when submitting your application or contact the team. This will in no way prejudice your application.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the covering email or letter or communicate with the public appointments team, who will be happy to discuss this with you.

Contact Us

If you have any questions about the roles please contact
Laura Jackson/ Rebecca Egan
jackson-egan@dcms.gov.uk

If you have any questions about the appointments process, please
contact the DCMS Head of Public Appointments - Sujan Kareer
(sujan.kareer@dcms.gov.uk) or email the Public Appointments Mailbox
(publicappointments@dcms.gov.uk).

Join the [DCMS Public Appointments Network](#) if you would like to
hear about DCMS Appointment opportunities, including future
networking events, guidance for candidates and much more.



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