



UK Research
and Innovation



Department for
Business, Energy
& Industrial Strategy

UK Research and Innovation

Chair

Candidate Prospectus
February 2021



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1. Ministerial Foreword

Dear applicant,

Thank you for your interest in the role of UK Research and Innovation Chair. UK Research and Innovation was created in 2018 in response to Sir Paul Nurse's review of the Research Councils. This brought together nine separate organisations under one strategic Board and corporate hub, while retaining the skills, knowledge and perspectives of the former organisations. This makes UKRI the primary public funding body for research and development and a key partner for government, universities, businesses and industry.



The potential for UK Research and Innovation to contribute to the UK economy and society is enormous, and the role of Chair is vital to ensuring the success of that vision. This would be true at any time but is even more essential in the context of diverse global shocks and trends including the current pandemic, an increasing and ageing population and many environmental stresses, where R&D holds some, if not all the answers.

The UKRI Board plays a central role in providing effective challenge to the UKRI Executive and acting as the steward of UKRI's mission and objectives. As Chair you will joint leader of this endeavour, together with the UKRI CEO. I am looking to attract the best possible candidates for the Government to work with, as we seek to realise the potential for the UK from its world class research, development and innovation ecosystem.

In making public appointments, I and my fellow Ministers are committed to ensuring not only a fair and open recruitment process, but one that looks far and wide for the best talent. Consequently, we particularly welcome applicants from diverse backgrounds and my officials welcome dialogue about this and other senior roles in the public sector. I trust you will find the information in this job pack of interest and look forward to receiving your application.

Yours sincerely,

Amanda Solloway MP
Minister for Science, Research and Innovation

2. Vacancy Description

The Organisation:

The creation of UK Research and Innovation (UKRI) in 2018 represented the largest reform of the research and innovation funding landscape in the last 50 years. It brought together the functions of the seven Research Councils¹, Innovate UK, and the research and knowledge exchange functions of the Higher Education Funding Council for England (HEFCE), now established as Research England. These nine bodies are now distinct components of UKRI, with coherence and overall direction assured by the Board, CEO, CFO and Chair. The Higher Education and Research Act 2017 (HERA), which underpins these reforms, received Royal Assent on 27 April 2017.

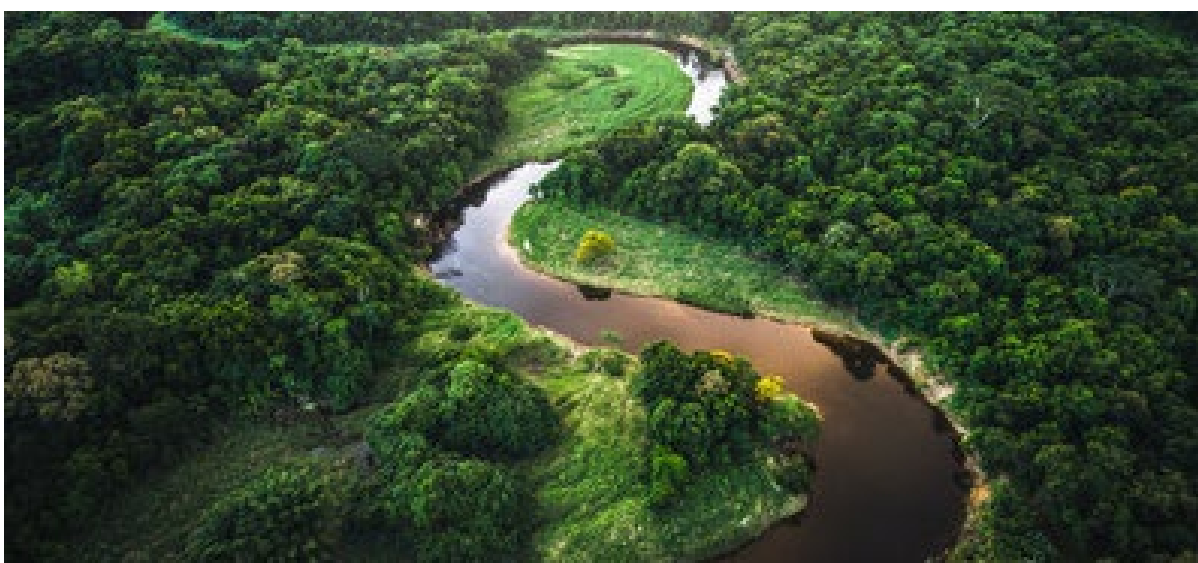
The UKRI Board's role is to maximise value from government's investment in research and innovation of up to £8/9bn per annum and advise the Secretary of State for Business, Energy and Industrial Strategy on the balance of funding between research disciplines. It leads the overall strategic direction of research and innovation funding in the UK, managing funds with cross-disciplinary impact, whilst the Research Councils, Innovate UK, and Research England provide strategic leadership to their disciplines and thematic areas and continue to control their own delegated budgets. The Board also plays a fundamental role in assuring UKRI and its Councils deliver value for the taxpayer and are efficiently and effectively run.



¹ The Arts and Humanities Research Council (AHRC), the Biotechnology and Biological Science Research Council (BBSRC), the Engineering and Physical Science Research Council (EPSRC), The Economic and Social Research Council (ESRC), the Medical Research Council (MRC), the Natural Environment Research Council (NERC), and the Science and Technology Facilities Council (STFC).

3. The Role

The Chair of UKRI will play an integral role in guiding this young organisation along its path to corporate maturity. The Chair will work with the CEO, the Board and the Executive Chairs of UKRI's nine Councils, leading UKRI in pursuit of its objectives, ensuring its success, and the UK's continued leadership globally on research and innovation. The Chair acts as custodian for UKRI's mission and objectives and is responsible for overall direction and management of UKRI, ensuring that the Board takes an effective governance role.



Key Duties/ Objectives for the UKRI Chair

1. Formulating UKRI strategy – Ensure progress of a coherent strategic approach across the organisation on cross-cutting research and innovation priorities as well as UKRI and its Councils own corporate reform.
2. Work with the CEO to advise the Secretary of State on strategic priorities, the case for investment into BEIS and spending review allocations to UKRI's Councils.
3. Build vital relationships with various partners aimed at realising the potential of UKRI research and business to drive economically beneficial outcomes. In particular engaging with the business and academic communities, Government departments, Parliament and relevant all-party groups as well as other public, private and third sector partners including those outside of the UK to increase the relevance and economic impact of UKRI's research.
4. Ensuring the UKRI board takes proper account of guidance provided by the Secretary of State for Business energy and Industrial Strategy.
5. Ensuring that there is coordination and co-operation with the Office for Students, the devolved higher education funding bodies and other key partners.
6. Working with the Senior Independent Members of each Council to ensure that UKRI's Councils operate effectively and are able to discharge their remits within UKRI.

Specific responsibilities include:

7. Chair board meetings, typically eight times a year, in a way that facilitates the corporate pursuit of UKRI's objectives and gives due consideration to the interests of all stakeholders across academia and business.
8. Provide advice to the Secretary of State on appointments to the UKRI board including the CEO and CFO. Support the CEO in recruitment of UKRI's other senior executive appointments.
9. Chair the Nominations and Remuneration Committee, which determines senior executive pay policy and contracts, and corporate bonuses, and appointments to research Council committees, as well as regular attendance at the Audit and Finance Committee and attendance at the Strategy Committee when required.

4. Person specification

We are looking for an outstanding individual with a passion for and knowledge of research and innovation to become Chair of UKRI.

Applications are sought from candidates who are able to command the confidence of the academic, business, higher education and policy communities, promote effective stakeholder engagement, guide and challenge the development of UKRI's organisational approach, ensure the organisation is realising the full benefits of reform and drive increased value for money and impact from research and innovation investments.



Essential Criteria

It is expected that you would be able to demonstrate all the following abilities and attributes:

1. Ability to Chair and lead the Board and to develop, drive forward and oversee strategic direction;
2. A passion for the role R&D can play in the UK economy and society;
3. Strong links to and credibility with industry and business, or demonstrable ability to build significant credibility within those communities;
4. Exercise judgement across a broad spectrum of policy and management issues;
5. Ability to engage with the breadth of UKRI stakeholders at senior level;
6. Show a strong understanding of governance and other governing body management issues, including compliance and probity;
7. Ability to provide constructive challenge to the UKRI Executive and to drive forward change in behaviour and practice across the organisation;
8. Promote and embed an inclusive culture.

5. Terms of Appointment

Length of term:

The UKRI Chair will be appointed for a term of 4-5 years.

Time commitment:

1 day per week approximately.

Location:

London & Swindon.

Pay:

Annual remuneration package of £29,500 per annum for this commitment.

Member Liability

The Department will provide that where a Board member has acted honestly, reasonably, in good faith and without negligence they will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Board functions.

Standards in public life

Candidates must confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' drawn up by the Committee on Standards in Public Life.

Conflicts of interest

Applicants must disclose information on personal connections, which if they were appointed, could lead to a conflict of interest or be perceived as such.

It is very important therefore that all applicants provide appropriate details which might be construed as being in conflict with the appointment for which they are applying.

If it appears, from the information provided on the form, that a possible conflict might exist, or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the post. The panel will do this at interview stage.



6. Pre-appointment Scrutiny

This role is subject to pre-appointment scrutiny by the Science and Technology Select Committee. Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process, you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest;
- what you see as the priorities and key risks for the organisation;
- questions about how you would lead the board and work with stakeholders;
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The proposed date for a pre-appointment hearing is yet to be confirmed.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process. For more information about pre-appointment scrutiny, please see the [Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees](#)

6. Timescales and Selection

Process	Date
Closing date	03/03/21 at 11pm
Shortlist panel meeting	w/c 15/03/21 (this is subject to change)
Panel interviews (held remotely)	w/c 05/04/21 (this is subject to change)
PM decision on whom to appoint	TBC
Pre-appointment scrutiny hearing	TBC

The selection panel membership is planned to be:

- **BEIS Representative and Panel Chair:** Jo Shanmugalingam, Director General, Industrial Strategy, Science and Innovation;
- **Representative of Organisation:** Professor Julia Black, UK Research and Innovation Board Senior Independent Member;
- **Senior Representative of the Science Community:** Sir Patrick Vallance, Government Chief Scientific Advisor; and,
- **Senior Independent Panel Member:** Perdita Fraser, General Member, National Lottery Fund.

7. How to Apply

The closing date for applications is 11pm on 3rd March 2021. Late or incomplete applications will not be accepted.

For us to progress your application, you **must** submit both of the following documents before 11pm on 3rd March 2021:

- A curriculum vitae; and,
- A supporting statement (see note below on content)

by email, with the subject “UKRI Chair” to publicappointments@beis.gov.uk

We also ask that you complete an online application form, including referee details and whether you wish to be considered under the Disability Confidence scheme, which can be found [here](#).

If you do not submit both a curriculum vitae and a supporting statement by 11pm on 3rd March 2021, your application will not be progressed any further.

Your **curriculum vitae** and **supporting statement** must each be no longer than **two** pages in length. If you submit documents which are longer than two pages,

any information not contained within the first two pages of each document will be disregarded and will not be seen by the assessment panel.

Your supporting statement should:

- Cover how you meet all the criteria listed under the person specification;
- Be tailored to the role, describe what you would bring, describe your vision for the role, highlight any previous career achievements etc.

As a Disability Confident Leader, BEIS will offer interviews to disabled candidates who meet the published minimum requirements for a job or role. If you wish to apply for consideration under this scheme, please complete the declaration in the Diversity Monitoring Form provided. It is not necessary to state the nature of your disability.



Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview.

Please note feedback will not be provided after the shortlisting stage. Only candidates who attend an interview will be provided with feedback.

If you wish to discuss the role further or have queries about the requirements, please contact seniorrecruitment@ukri.org and we will put you in touch with an appropriate person to speak to.

If you have any questions about the application process, please contact Nadia Toma at publicappointments@beis.gov.uk.

DIVERSITY AND EQUAL OPPORTUNITIES

The Department for Business, Energy and Industrial Strategy is committed to the principle of public appointments on merit with independent assessment, openness and fairness of process and to providing equal opportunities for all.

Applications are welcome from all, but we particularly encourage applications from women, people from an ethnic minority, people with disabilities and other underrepresented groups. Both UK nationals and international candidates are encouraged to apply and should have a right to work in the UK.

BEIS offers professional training courses on public sector finance and governance for those new to the public sector. BEIS works with Government Departments to ensure they have the capacity to attract the widest field of candidates and to make the best possible appointments. All applicants are asked to complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure Departments are recruiting from the widest possible pool.

UK Research and Innovation believes that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed within an ethical and trusted working environment that enables them to do so and that is attractive and accessible to everyone who is interested in developing their career with us. We also value diversity of thought and experience and are committed to creating systems that value difference so that everyone can feel welcomed, included and nurtured throughout their time with us.

We know actions speak louder than words. For further information, please visit the UKRI web page: [‘How we support EDI in the workforce’](#)

CONFLICTS OF INTEREST

What is a conflict of interest?

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.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict. 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.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a board member can be extremely damaging to the body's reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Selection Panel as much information as possible.

If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the Board and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity of the Board or the appointment; they can withdraw your application from the competition.

What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and may terminate your appointment.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise that a conflict might exist. In some cases, the Panel, with their wider knowledge of the body, might deduce

that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the board becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body's routine business. In such, cases, the member may be asked to stand down from the body.

Areas where a conflict could arise

There are five main issues, which could lead to real, or apparent, conflicts of interest. These are:

- Relevant pecuniary or other interests outside the organisation;
- Relationships with other parties/organisations which could lead to perceived or real split loyalties;
- Pending Government Policy could give unfair personal advantage to people with allied business interests – for example access to privileged information – trade secrets;
- Perception of rewards for past contributions or favours;
- Membership of some societies or organisations.

BEIS GDPR PRIVACY NOTICE

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

We may process the following personal data:

name, contact details, employment history, qualifications, CV and other background information relevant to your application including sift and interview assessments, conflicts of interest, and political activity.

This may also include other information gathered as part of due diligence, including information obtained from public sources.

Purpose / Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

To the extent that you are providing your personal data in relation to a BEIS Public Appointments, the failure to provide this information will mean that we are unable to progress your application for the positions advertised.

Our legal basis for receiving and using your data

Our legal basis for receiving and using this information is that BEIS and the Cabinet Office have both a legal obligation, and public task, to collect this data to ensure that high quality candidates are identified via robust recruitment processes in line with the Governance Code for Public Appointment published pursuant to Article 3(1) of the Public Appointments Order in Council 2019. If requested by the Commissioner for Public Appointments, this information can be shared pursuant to Article 4 of the Public Appointments Order in Council 2019.

We also process your data on the legal basis that it is necessary prior to entering into a contract/terms of appointment to carry out pre-appointment checks. We may process special category data which comes to light during due diligence checks which has manifestly been made public by you, or where it is of substantial public interest in order to carry out our functions. If you have applied for a BEIS public appointment we will share your information with the members of the Advisory Assessment Panel. If requested, it may also be shared with the Commissioner for Public Appointments pursuant to Article 4 of the Public Appointments Order in Council 2019. This will be in a non-identifiable way.

We also process your data on the legal basis that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. This is enabled through section 149 of the Equality Act 2010. The specific category of personal data is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained. It is not carried out for the purposes of measures or decisions with respect to your application for a government public appointment. You can choose not to declare this data.

Special category data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Our legal basis for processing this information is documented above.

Recipients

If you apply or have been considered for a UK Government public appointment Information you supply to BEIS as part of your application for a UK Government Public Appointment may be shared with Cabinet Office.

Diversity data which may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity may be held in a non-identifiable form for up to 5 years. This information may be shared with OCPA, your name will not be included. This data may be published in summary form.

This data is shared with Cabinet Office IT suppliers in order to securely collect and store the data. Contractual obligations in line with data protection law are placed on our data processors to guard against loss of your data and require them to take all reasonable steps to treat your data reliably and with integrity.

Retention period

Applicant data will be collected on behalf of the Office of the Commissioner for Public Appointments (OCPA) via a secure section of the HM Government Public Appointments website. BEIS may store your name, a summary of biographical details you shared and the outcome of your application for up to 3 years.

Diversity data which may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity may be held for up to 3 years. This information may be shared with OCPA in a non-identifiable format, your name will not be included. This data may be published in summary form.

The record of the sift and interviews will be held by BEIS for the duration of the post.

This data is shared with Cabinet Office IT suppliers in order to securely collect and store the data. Contractual obligations in line with data protection law are placed on our data processors to guard against loss of your data and require them to take all reasonable steps to treat your data reliably and with integrity.

Your rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data where the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Automated decision making

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences. The provision of the information you provide is not connected with individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual

International transfers

As your personal data will be stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses or the Privacy Shield scheme.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House



Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The data controller for Public Appointments is joint between the appointing department, OCPA and the Cabinet Office. The Department for Business, Energy & Industrial Strategy (BEIS). Contact details are, BEIS DPO at:

BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 151 Buckingham Palace Road, Victoria, London SW1W 9SZ.

Email: dataprotection@beis.gov.uk

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the Selection Panel must satisfy itself that all candidates for appointments can meet these standards; which are:

Selflessness

Holders of Public Office should take decisions 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 other friends.

Integrity

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

Objectivity

Carrying out Public Office 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 wider 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.

MAKING A COMPLAINT

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to: publicappointments@beis.gov.uk

If you are not content with our response, please contact the Commissioner for Public Appointments at: publicappointments@csc.gov.uk

Further information on complaints procedure can be found on the [Commissioner for Public Appointment's website](#).