UK Research and Innovation

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Interim Chief Information Officer

Candidate Prospectus
September 2023

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About UKRI

UK Research and Innovation (UKRI) is the UK's largest public funder of research and innovation. We invest more than £8 billion annually to advance our understanding of society and the world around us and deliver benefits for society, the economy and the environment.

Our organisation comprises nine councils – the UK's innovation agency, Innovate UK, the seven disciplinary Research Councils and Research England, which is responsible for supporting research and knowledge exchange at higher education institutions in England. As a UK-wide organisation we work across the four UK nations and with the devolved funding bodies and governments to understand and support different priorities that span research and innovation in different parts of the UK.

Through our Councils and the critical national capabilities provided by our centres, units and institutes, we deliver, support and champion the creativity and vibrancy of research and innovation in the UK, for the benefit of society.

UKRI is a non-departmental public body sponsored by the Department for Science and Technology.

We are currently going through a period of sustained and sizeable change and this role will be key to develop and deliver the strategy, operating model, organisation, activities in data management and talent to deliver a value optimised technology for the organisation.

We are at the mid-point of a new 3-year Spending Review (2022/3 – 2024/5) and in March 2022, UKRI received confirmation of our £25.1 billion budget for the next three financial years, which sees our annual budget rise to £8.865 billion in 2024/25. Our first ever multi-year settlement gives us the long-term security to plan strategically as we deliver our UKRI Strategy. Find out more in our new 5-year strategy, Transforming Tomorrow Together.

Environment & Offices

UKRI has many locations across the UK and the world. Our head office is based in Swindon with two other main administration offices in London and Bristol.

Your team is primarily located in the Swindon area. Whilst an ability to lead and build relationships at a distance is beneficial, this is also a role where visibility will be important, so travel to our offices and sites on a regular basis is expected.

We believe that the way we are structured and the flexibility of how to handle your work and that of your team makes us one of the more attractive employers for managing your work/life balance and caring responsibilities.

About the Role

Since its inception, UKRI has made significant progress on the creation of a single cohesive organisation from its inherited complex landscape of IT infrastructure and systems. At its core, UKRI is an information and knowledge organisation with data as a key asset and from digital, data and technology perspectives, there are opportunities to bring together common services, integrate, make best use of resources, and deliver efficiencies across the whole business. With an objective to develop and launch a new integrated grants service and modern digital funding system, Digital, Data and Technology must be at the heart of what we do as an organisation to make it easier for applicants to collaborate and submit applications and to enable us to be more agile in responding to new challenges and opportunities

In July 2022, an Independent Review of UKRI was completed by Sir David Grant with a key recommendation as:

In delivering its efficiency plans, UKRI will need to invest in capability, IT systems and infrastructure in the short term that will improve efficiency in the long term, ensuring that the ambition set out in the UKRI DDaT Strategy 2020-23 is implemented. This will require UKRI to ensure that it retains the right technical and project delivery capability across the organisation.

UKRI should appoint a chief information officer to drive the coherence and delivery of new enterprise information systems to ensure the systems are able to interface appropriately and interdependencies and risks between the programmes are appropriately managed and mitigated. They should also be responsible for a coherent data strategy across the organisation.

The organisation is going through a period of sustained and sizeable change and is seeking an experienced CIO to:

1. Build and manage the infrastructure, technologies, and data that enable digital transformation. The role enables the development of the next generation technologies

and platforms that support digital transformation, provides interoperability throughout the organisation and continually adapts processes and skill sets to ongoing changes in the technology and business landscape.

2. Provide thought leadership to optimise our use of information assets that ensures the development of a coherent and pragmatic direction for our data information systems

3. Develop ways of working and cultures to make UKRI a modern, effective, data-driven organisation, upskilling the whole organisation in recognising digital is core to everyone's job.

4. Manage digital, data and technology functions to be agile, stakeholder-centric and data driven ensuring UKRI can achieve its objectives

5. Provide overarching governance / accountability over the delivery of new enterprise systems in order to ensure that dependencies are managed and prioritised in the best interests of delivering benefits to UKRI at the earliest opportunities.

6. Add expertise and capacity during the implementation of technical and process changes through the significant programmes of work underway to replace both our current enterprise & resource planning (ERP) and grants systems

Key Accountabilities and Responsibilities

Ensure effective integration of current delivery programmes under the auspices of our long-term technology strategy, specifically:

- Delivery of the new Enterprise Information Systems (EISs) including:
  - Assessing the fitness of plans to deliver MVPs for the Services for HR, Accounting, Reporting and Procurement (SHARP) – replacing our existing Enterprise Resource Planning (ERP) system and for Simpler and Better Funding – the programme to deliver a single Funding Service and digital front-door for all users, combining consistent policies, guidance and standard processes for management of grant funding and administration of awards underpinned by a new digital platform.
  - Ensuring the EIS programmes realise business benefits early after technical delivery.
- Delivery of a single, modern, robust, resilient, and secure IT infrastructure & IT Business Services.
- Setting up effective governance structures for all digital, data and technology deliverables including organisational networks to improve engagement with all stakeholders.
- Assessing the end-of-life review of 'legacy' enterprise systems and taking appropriate action.
- Line manage the Chief Data Officer and Chief Technology Officer and oversee the Digital, Data and Technology, working with and taking assurance from existing expertise in senior

roles such as our Chief Information Security Officer, Head of Architecture, Head of Operations and Director of Digital and Data Services.

- Work in close partnership with the UKRI Senior Security Advisor (SSA) on information and cyber security risks/ events/ issues/ incidents/ and other activities and support the SSA in the realisation of the UKRI security vision.
- Define and embed ways of working across all digital, data and technology teams, through the CTO and CDO to ensure effective interactions and develop methods to build and use stakeholder networks as a core part of delivering data and digital services.
- Consult with internal stakeholders and leaders to assess and anticipate current and future information and technology requirements and develops robust contract management and technology investment frameworks, ensuring that business needs are understood, and that there is system architectural cohesiveness.

Responsibility to:

- Review recommendations by the Chief Data Officer for the existing functions which generate, curate and use data and embed improved ways of working
- Building on work already completed, further develop the current corporate IT strategy (including data strategy, technology strategy and recognising the breadth of requirements across UKRI corporate and research facing functions), horizon scanning to ensure it takes advantage of these emerging technologies to contribute to organisational strategy
- Explore the definitions of Key Performance Indicators (KPIs) for Digital, Data and Technology and put in place effective reporting and KPIs to manage and continuously improve performance of DDaT operational services, feeding into wider organisational performance reporting which is monitored by Executive Committee

Your skills and experience

Candidates must demonstrate the following criteria across the shortlisting and interview stages:

- This role will require significant stakeholder engagement, upskilling the whole organisation as digital is core to everyone's job and creating trust and winning hearts and minds, The CIO that is needed will act as a cultural broker, promote horizontal teamwork and will be recognised as lead of Profession across the whole the organisation (interview)
- You will have a hybrid of technology, business and transformation capabilities, with an outward focus to ensure you consistently keep up to date with advancements in the very fast changing digital and data technologies field. A tech savvy communicator, success in this role will be the ability to translate that insight effectively to a diverse range of stakeholders, from civil servants to academics at top-team level, enabling intelligent and positive engagement (interview)
- You will demonstrate significant experience of organisational change, leading a corporate services function at senior management level, with leadership knowledge of the range of disciplines involved, including experience of financial planning and analysis, and of delivering significant projects / major change at pace (shortlisting)
- You will have recent and relevant experience of successfully leading complex technology systems implementation programmes (shortlisting):

- o Significant experience defining and implementing systems, IT and digital strategies, bringing a digital mind-set to an organisation and building IT and digital capabilities
- o Demonstrable experience migrating from stand-alone systems to integrated solutions
- o Recent and relevant experience leading information technology and data functions
- o Strong team building, re-structuring and leadership capabilities
- You will have experience of working with Boards at a senior level with diverse internal and external stakeholders, and evidence of building effective cross functional working relationships (interview)
- You will be a motivational and inspirational leader with experience of successfully leading and developing high performing teams to deliver high-quality and resilient business-as-usual operations and to enhance service delivery (shortlisting)
- You will demonstrate an appreciation of governance and risk management principles, and of complex HR issues, based on close management experience (shortlisting)
- Strong business and financial planning acumen; understands the key financial drivers, context and dynamics related to UKRI's operating environment (shortlisting)
- You will demonstrate a record of operating at strategic level, working collaboratively with partner organisations with a record of translating organisational vision and strategy into operational requirements (interview)
- You will display outstanding communication, interpersonal, relationship building, collaboration, customer relations and influencing skills (interview)
- Experience from the research and innovation sector and experience of the public sector are desirable (shortlisting)

Benefits

UKRI is committed to continuing to make a success of flexible working, learning from our experience of the past few months, so would welcome applications from exceptional candidates based anywhere in the UK or seeking flexible working patterns.

UK Research
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UKRI seeks to ensure it creates and maintains a system of openness, fairness and inclusion – a collaborative, trusted environment, which is attractive to and accessible to everyone who is interested in developing their career with us.

Working for UKRI has numerous benefits, from being at the cutting edge of business developments to a flexible environment and rewarding culture.

Additional to a competitive package of pay and a rewarding genuine career you can enjoy:
- Career average Civil Service pension
- 30 days of annual leave plus 12.5 public holidays/privilege days
- Flexible working arrangements
- Season ticket loans
- Rent deposit loans
- Employee Assistance Programme providing confidential help and advice
- Employee discounts and offers on hundreds of retail and leisure activities
- Free eyesight tests and glasses, if related to the role
- Tax-free childcare
- Cycle-to-work scheme

Remuneration and Terms of Appointment

Contract Type: Fixed term contract – 18-24 months. Available for secondments.

Salary: £135,000 - £140,000 per annum, this role also qualifies to participate in the UKRI Senior Bonus Scheme

Hours: Full time - we support flexible working, and we would encourage applicants to have a conversation with us to discuss flexible hours

Location: Hybrid working, with presence required in London and Swindon

Reporting to: Chief Finance Officer, UKRI

Timescales and Selection

The selection process will consist of an interview and presentation.

All interviews will be conducted face-to-face in Caxton House, London and full details of what you will need to prepare for the presentation will be sent in advance. *Details subject to change.*

Process	Date
Closing date	Monday 23 October 2023
Shortlist panel meeting	w/c 13 November 2023
Panel interviews	w/c 4 December 2023

How to Apply

Please submit your application via the Careers portal by 11.59pm on Monday 23 October 2023. You will need to supply:

- A CV
- A supporting statement

Your CV and supporting statement must each be no longer than two pages in length. Your supporting statement should:

- Cover how you meet the essential 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.
- State where you saw the role being advertised

Please note that if you do not provide a cover letter or supporting statement, or fail to address the above points, your application may not be considered further.

As a **Disability Confident Leader**, UKRI 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 contact seniorrecruitment@ukri.org.

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.

If you wish to discuss the role further or have queries about the requirements, please contact seniorrecruitment@ukri.org.

Equality, Diversity and Inclusion

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'

Pre-employment screening

To enable us to hire the very best people and to safeguard our people, our assets and our important role we will conduct a comprehensive pre-employment check on successful applicants as part of the recruitment process.

This role attracts a National Security Vetting clearance (SC), there are further eligibility requirements, for further details at: https://www.gov.uk/government/organisations/united-kingdom-security-vetting

To meet national security vetting requirements, you will normally need to have been resident in the UK for at least 3 years for CTC, 5 years for SC and 10 years for DV prior to the date of application. All DV posts are required to be UK Nationals. UKRI reserves the right to run or re-run security clearance as required during the course of employment.

UKRI supports research in areas that include animal health, agriculture and food security, and bioscience for health which includes research on animals, genetic modification, and stem cell research. Whilst you may not have direct involvement in this type of research, you should consider how this aligns with your personal values or beliefs. Our pre-employment requirements include a security check and an extreme organisation's affiliation check.

Complaints Procedure

If you feel you have reason to complain, you should direct your concerns in the first instance to the Senior Appointments team (SeniorRecruitment@ukri.org) who will make every effort to deal with this 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 UKRI Complaints Procedure.