

Chair of the Board: Diamond Light Source Ltd UKRI (STFC) and the Wellcome Trust

Candidate Prospectus April 2024



Science and
Technology
Facilities Council





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About Diamond Light Source

Diamond Light Source is the UK's national synchrotron light source and is an energetic and dynamic organisation comprising a wide range of scientific, technical, professional and support staff.

A joint venture between UKRI and the Wellcome Trust, Diamond is a separately established private limited company with its own Board of Directors and UKRI and Wellcome as shareholders, and is located at the Harwell Science and Innovation Campus in Oxfordshire.

The facility, which was opened to users in 2007, hosts 33 cutting-edge synchrotron-based instruments plus a range of advanced electron microscopes which are used by over 14,000 academic and industrial researchers across a wide range of disciplines including structural biology, energy, engineering, nanoscience and environmental sciences. Currently a 3rd generation medium energy synchrotron light source, in 2023 Diamond received confirmation of funding of just over £500m to upgrade the facility to a state-of-the-art 4th generation high brilliance source.

The synchrotron is free at the point of access through a competitive application process, provided that the results are published in the public domain. Diamond has around 900 staff. Day-to-day operational management is carried out through a Divisional structure, with four Divisional Directors (the Technical Director, the Life Sciences and Physical Sciences Directors and the Director of Finance & Corporate Services) who are brought together in the Executive team led by the CEO. In addition, there is a CEO Divisional Office.

Further information about Diamond, including the corporate structure, the on-going development of the facility, the company's [vision](#) and [strategy](#), short biographies of members of the [Board](#), the [Executive management team](#) and details about the suite of beamlines at Diamond can be viewed at www.diamond.ac.uk.



About UKRI, STFC and the Wellcome Trust

[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, Innovation and Technology (DSIT).

Find out more in our new 5-year strategy, [Transforming Tomorrow Together](#).

UKRI and the Wellcome Trust (a global charitable foundation) are joint shareholders of Diamond Light Source, owning 86% and 14% of the shares respectively.

Science and Technology Facilities Council

The Science and Technology Facilities Council (STFC), part of UKRI, supports research, innovation and skills in the fields of particle physics, astronomy, nuclear physics and space science. It also designs, builds, operates and exploits world-leading, large-scale research and innovation facilities in the UK on behalf of the entire UK scientific community, regardless of discipline.

Through research and innovation, STFC seeks to understand the universe from the largest astronomical scales to the tiniest constituents of matter, and yet it creates impact on a very tangible human scale. From cancer treatment to airport security, high-tech jobs to hydrogen-powered cars, energy generation to accident-scene emergency care; STFC's impact is felt within and beyond the UK in many aspects of daily life.

STFC provides oversight of the Diamond Light source, through its participation on the Diamond Light Source Board, and nomination of Non-Executive Directors on UKRI's behalf. In addition STFC manages other large-scale facilities in the UK, such as the ISIS Neutron and Muon Source



and the Central Laser Facility, as well as managing the UK's investment in a range of other International user facilities.

For further information on the part STFC will play in delivering the wider UKRI mission and vision please read our [Strategic Delivery Plan \(2022-2025\)](#).

The Wellcome Trust

Wellcome is a global charitable foundation established in 1936. Wellcome supports science to solve the urgent health challenges facing everyone.

Science is essential to solving the world's health challenges. That's Wellcome's founding principle and it's as true today as ever. It's why we will always support bold research across a wide range of disciplines to discover more about life, health, and wellbeing.

In order to achieve our mission and take on the most urgent health issues, we support the scientific community so they can continue to make vital progress.

We do this by funding discovery research over a broad range of disciplines – including social sciences and the humanities – giving researchers the freedom to explore life, health, and wellbeing and seek insights that can inspire future improvements in health.

And we bring together expertise across science, innovation, and society to develop solutions to address the issues of three urgent health challenges: mental health, infectious diseases, and climate and health.

About the role

UKRI, through STFC, and Wellcome are looking to appoint an experienced and inspirational leader as Chair of our Board of Directors to succeed Sir Adrian Smith, and work closely with our new Chief Executive Officer, Professor Gianluigi Botton, and the Director of Finance & Corporate Services, Andrea Ward.

Diamond is a not-for-profit limited company established in 2002 as a joint venture funded by the UK Government through UKRI, and by Wellcome, owning 86% and 14% of the shares respectively.

Diamond is a private limited company registered in the UK and governed by a Board comprising eight Directors including: two Executive Directors (the Chief Executive Officer and the Director of Finance and Corporate Services), five non-Executive Directors (four nominated by UKRI (STFC) and one nominated by Wellcome) and an independent Chair, nominated jointly by the Shareholders.

The Diamond Board of Directors has overall responsibility to the shareholders, and other stakeholders, including for Diamond's strategic direction and goals, its standards and governance, and its performance and achievements. The Board also provides a critical governance role for Diamond by contributing high-level strategic challenge and support to the Diamond executive. The Board currently has three sub-committees to support it in carrying out its responsibilities: the Audit, Finance and Risk Committee (AFRC); the Remuneration Committee (RemCom); and the



Diamond-II Sponsor Group (D2SG)). The Board also receives advice from the Diamond Scientific Advisory Committee (SAC) and the Diamond Industry Science Committee (DISCo).

The successful candidate for the role of Chair of the Board will have a proven track record in nurturing and leading successful organisations, an appreciation for science and its role/value in society and to the economic development and welfare of the UK, and will have excellent contacts within the international research community, UK Government and wider funding arena.

Key Accountabilities

As Chair of the Board of Directors (the Board) of Diamond Light Source Limited (Diamond) you will:

Lead the Board in:

- its strategic oversight of Diamond, including Diamond's: scientific and technical delivery, financial performance, governance, compliance, and risk management;
- ensuring that Diamond meets its aims, vision and goals, ensuring that appropriate strategies, plans, funding and governance arrangements are in place to achieve this;
- ensuring effective communication and implementation of Board decisions;
- ensuring that the Chief Executive Officer and Diamond Executive team are fully equipped and supported in order to undertake their respective roles, and to achieve Diamond's overall objectives;
- ensuring that an environment is sustained within Diamond which enables it to continue to maintain, operate and develop a world class synchrotron radiation facility, and to foster an inclusive, positive and diverse scientific culture;
- following good governance and complying with the various requirements upon the Board in respect of governance, including arising from Diamond's constitutional documents and legal status;
- ensuring the Board is appropriately constituted and performing including (a) ensure that the Board and its sub-committees have the appropriate mix of diversity, experience and expertise to enable it to discharge its legal and governance responsibilities; (b) ensuring that the division of responsibilities between the Diamond Executive and the Board support the overall performance of Diamond within its agreed objectives, and to review such division of responsibilities as appropriate; and (c) regular review and assessment of the skills and performance of the Board;
- ensuring the Board upholds the principles set out in the Code of Conduct for Board Members of Public Bodies, including the Seven Principles of Public Life, also known as the "Nolan Principles".

You'll also be required to:

- chair Board meetings and, additionally, sit on, Remuneration Committee and Audit, Finance & Risk Committee;
- support, and engage regularly with, the CEO, Director of Finance & Corporate Services, and, on request of the CEO, the Executives of Diamond;
- work with the Company Secretary and secretariat, CEO and Director of Finance & Corporate Services, in preparing for Board meetings, and generally to support the good governance of the Board;



- engage regularly with other Board members;
- have regular, constructive, engagement with the Shareholders and with other key stakeholders including the Department for Science, Innovation and Technology, and other stakeholders as appropriate, and ensure that the Board has a clear understanding of the views of the Shareholders;
- support the CEO, Executives, and Board by contributing to Diamond having effective, consistent and regular communication within Diamond, and externally with the wider research and stakeholder community, acting as the Board's lead representative in both internal and external engagement;
- be an impartial, voting Director, with the normal responsibilities of a Director, in addition to the role of Chair.

Your skills and experience

The successful candidate will be assessed against the following criteria as part of the application process:

- experience either of leading or chairing a company or scientific research organisation, or acting as a senior non-executive director of a company or scientific research organisation with experience chairing a major sub-committee, such as a finance and audit committee;
- an interest in, and appreciation for, science and its role/value in society and to the broader economic development of the UK;
- acknowledged success in running a large, complex organisation or equivalent, whether Government funded, academic or industrial;
- an understanding of the UK science/higher education funding arena, and an understanding of the relationship with Government.

The following experience and attributes will be assessed at interview:

- strong leadership and interpersonal skills and the ability to build and manage effective relationships with a diverse range of internal and external stakeholders;
- strong negotiation, influencing skills, and an exceptional ability to succeed;
- a fluent and persuasive communicator who can represent the organisation externally as well as internally;
- a proven track record of handling difficult issues with authority and confidence;
- an appreciation of the nature of the role, and a readiness to mentor and coach, but not interfere with, the work of the executive leadership team;
- strong support for the importance of good governance and demonstrable experience in delivering strong governance in a UK setting.

In addition, an appreciation of the importance of synchrotron radiation facilities or detailed knowledge of a related field of science, and ability to talk with the media in relation to Diamond and the importance of science, would be an advantage but is not essential.



Terms of Appointment

Appointment Term: the successful candidate will be appointed for an initial term of four years, subject to annual review by the Shareholders and Board, with a possibility of reappointment.

Remuneration: £20,000 per annum. Travel and subsistence expenses will be reimbursed.

Time Commitment: the successful candidate will be expected to attend meetings of Diamond’s Board of Directors and Diamond’s Audit, Finance and Risk Committee (AFRC) in person, and attend Diamond’s Remuneration Committee. Board and AFRC meetings take place at the offices of Diamond Light Source Limited (Harwell Oxford Science and Innovation Campus, Didcot, Oxfordshire). The Board of Directors and the AFRC currently meet (in person) on a quarterly basis, whilst the Remuneration Committee meets at least once per annum, often more depending upon need. In addition to the Board, AFRC and Remuneration Committee meetings, the successful candidate will be expected to meet with the Chief Executive Officer, Director of Finance and Corporate Services, and Company Secretary, ahead of each Board meeting, as well as being available for consultation with the Chief Executive Officer, members of the Executive Team, other Directors and with the Shareholders, as required.

Location: offices of Diamond Light Source Limited at Harwell Oxford Science and Innovation Campus, Didcot, Oxfordshire.

Additional information: the quarterly meetings for both the Diamond’s Board of Directors and the AFRC will be in person. Remuneration Committee meeting are a mix of in person and online. Accordingly, this appointment will require that the successful applicant travels to the offices of Diamond Light Source Limited (Harwell Oxford Science and Innovation Campus, Didcot, Oxfordshire), where the meetings will be held.

Timescales and Selection

The selection process will consist of a panel interview, which may include a presentation. Interviews will be held in person at Diamond Light Source Limited (Harwell Oxford Science and Innovation Campus, Didcot, Oxfordshire). *Please note, dates and details are subject to change.*

Process	Date
Closing date	Sunday 5 May 2024
Shortlist panel meeting	Friday 17 May 2024
Panel interviews	Friday 14 June 2024
Candidates notified of outcomes	July 2024

How to Apply

Please submit your application via the [Careers Portal](#) by **23:59 on Sunday 5 May 2024**.

You will need to supply:

- A curriculum vitae (up to two pages)
- A supporting statement/ cover letter (up to two pages)



Your Statement of Suitability should provide specific information about why you believe you would be suitable for appointment for this role. Think about your knowledge, skills, experience, personal attributes, and vision for the organisation, and take full advantage of the space available. Use practical examples where possible and ensure you refer to which of the essential criteria your application is aligned to. Again, please aim for no more than 2 A4 pages.

Please note, failure to provide a supporting statement/cover letter or failure to address the above points may result in your application not being considered further.

You will only be assessed on the content of your CV and supporting statement, and not the 'experience' section of the application of Careers Portal.

To apply via the UKRI Careers Portal you will receive a notification confirming your profile has successfully been created (if you have not previously set up an account) and a second notification confirming your application for this role has been submitted. If you do not receive the second notification confirming your application for this role has been submitted or experience issues applying, please contact seniorrecruitment@ukri.org, so we can ensure your application has been received.

Equality, Diversity and Inclusion

UKRI, Wellcome and Diamond believe 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 is attractive and accessible to everyone who is interested in developing their career with us.

We are all committed to increasing the diversity of our board and executive positions and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. 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.

Diamond and UKRI are Disability Confident employers and interviews will be offered to disabled candidates who meet the published minimum requirements for a job or role. 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.

We know actions speak louder than words. For further information, please visit the UKRI web page: '[How we support EDI in the workforce](#)'; Wellcome's [Diversity and inclusion | Wellcome](#); or Diamond's [Equality, Diversity and Inclusion policy](#).

The Seven Principles of Public Life and The FRC's UK Corporate Governance Code

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. In addition, Diamond and its Board



are required to comply with relevant sections of the UK Corporate Governance Code, established by the Financial Reporting Council (FRC).

Consistent with the Commissioner's Code of Practice, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in the Seven Principles of Public Life, and the requirements of the [UK Corporate Governance Code](#). The Nolan Principles 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 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.

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](#).