



Civil Service



Department for
Business, Energy
& Industrial Strategy

Candidate Brief and Job Specification

**Department for Business, Energy and Industrial Strategy
(BEIS)**

Second Permanent Secretary

Foreword from Sarah Munby, BEIS Permanent Secretary



Thank you for your interest in joining the Department for Business, Energy & Industrial Strategy (BEIS). Our department leads some of the most important and transformational agendas shaping the future of the entire country. Our goal is to make the UK one of the best places in the world to work and do business; become a world leader in science and innovation to drive productivity; drive transformation of the energy system to ensure we have a secure, reliable and affordable energy supply; and to lead what is nothing short of a fundamental transformation of the UK economy to meet our decarbonisation goals – a necessity right now as we strive to reduce reliance on and demand for foreign energy supplies.

The Second Permanent Secretary is a newly created role to increase the scope and capacity of senior leadership within this growing department. This is a fantastic opportunity to jointly lead a 5,000-strong department and take forward this exciting agenda, focused on delivering first-class, commercially successful outcomes. Working in close partnership with me, this role will provide leadership across the whole breadth of the department's programme portfolio, with a focus on "making it happen". I am looking for someone who will help us drive results and impact on the ground. My goal is this partnership becomes a formidable team working together seamlessly to lead BEIS to the very highest standard.

You will advise the Secretary of State and lead oversight of the successful delivery of the department's major programmes across all areas of our portfolio – including net zero programmes, energy and nuclear investments, and business programmes such as Help to Grow. I hope you will spend a significant amount of your time working with the investors, contractors and partners who make much of our impact happen. You will be directly responsible for around one-third of the department's workforce, and a range of major Arms-Length Bodies including the Nuclear Decommissioning Authority, the UK Space Agency, Companies House, and the British Business Bank.

Sitting at the heart of the Department, the mandate is a large and complex one and the role requires someone with an outstanding, collaborative and inclusive track record of leadership, and someone with strong delivery experience in a complex environment, who is confident and credible with a range of senior stakeholders, both inside and outside of Government.

I am proud of the work we do and the people who work for us. Central to this is our commitment to inclusivity and to creating a truly open, collaborative and inclusive working environment. I would therefore particularly welcome applications that are representative of the broad range of views and backgrounds we have in our society. As part of this, we are very interested in applications from people outside the civil service.

If you have the appetite for one of the most stimulating and rewarding roles in UK Government and are looking for an opportunity to achieve something of national significance, then I would love to hear from you

Sarah Munby, BEIS Permanent Secretary



About BEIS

At the Department for Business, Energy and Industrial Strategy (BEIS), our work ensures that:

- the economy grows strongly in all parts of the country by promoting enterprise and making the UK one of the best places in the world to start and grow a business, and unleashing our innovative potential to become a true science superpower; and
- the UK has secure energy supplies that are reliable, affordable and clean, and that we press ahead with our decarbonisation goals which have become more critical in recent weeks as we reduce our dependence on foreign energy supplies.

As a Department, we create the conditions for companies and consumers to flourish in a green, open, productive economy – which is vital for the future success of our country. The work we carry out represents nothing short of a transformation of the UK economy and some of the critical networks on which we rely every day. It is a truly exciting agenda making BEIS one of the most rewarding places to work.

We also work through our network of partner organisations to deliver services to thousands of businesses and customers every day. This includes delivering weather reports by the Met Office, registering new businesses at Companies House and protecting intellectual property at the Intellectual Property Office. The UK Atomic Energy Authority carries out leading edge fusion research and the Coal Authority and Nuclear Decommissioning Authority (NDA) restore and protect our environment.

For more information about BEIS please go to:

<https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy>

- Helping businesses to bounce back from the impacts of COVID-19, supporting a safe return to the workplace and ensuring the continued development and manufacture of vaccines for deployment across the UK.
- Backing long-term growth of the UK economy by making the UK the best place in the world to start and grow a business, driving up productivity and creating high-value, better-paid jobs in all areas of the country.
- Unleashing innovation and becoming a science superpower, through growing investment in science and technology throughout the country to increase productivity and UK global influence.
- Deliver a secure energy system combined with decarbonisation to both reduce our dependence on foreign energy supplies and to tackle climate change, reducing UK greenhouse gas emissions to net zero by 2050.

Our departmental priorities for 2021-22



Candidate Profile

The Second Permanent Secretary will provide delivery leadership across the whole breadth of the department's programme portfolio – ensuring the Department delivers successfully at pace across one of the largest and most challenging portfolios in government. The post-holder will report to and work in close partnership with Sarah Munby, Permanent Secretary of BEIS. Sarah will continue to oversee policymaking, regulatory, legislative, international and broader strategic questions across the department's portfolio, and we would expect a close working partnership between the two roles.

The post holder will advise the Secretary of State and provide lead oversight of the successful delivery of the department's major programmes across all areas of the department's portfolio – with a particular focus on net zero programmes to decarbonise the UK's building stock, the roll-out and deployment of renewable and nuclear energy sources. These programmes are complex, often involving multi-stakeholder partnerships from across the private and public sector. Their cost and impact are measured in billions, and the stakes are extremely high: decarbonisation of the UK economy will depend on the success of this role.



This role will also be directly responsible for up to one-third of the department's 5,000 strong workforce, and a range of major Arms-Length Bodies including the Nuclear Decommissioning Authority, UK Research and Innovation, the UK Space Agency, Companies House, the Post Office and the British Business Bank. BEIS has one of the most complex portfolios of Arms-Length Bodies in government, and these organisations delivering front-line impact have their own CEOs and Chairs – we are looking for someone who can support and challenge them to drive even greater performance in line with HMG's policy goals.

The Second Permanent Secretary will:

- Work with the Permanent Secretary as part of a close two-person partnership to run the Department for Business, Energy and Industrial Strategy (BEIS).
- Provide lead oversight of the successful delivery of all the department's major programmes across all areas of the department's portfolio, including ensuring governance, risk management and performance management are built in the right way to drive performance.
- Jointly lead the department alongside the Permanent Secretary, providing strong and accountable departmental leadership, translating Ministers' ambitions into a clear vision to staff, setting direction and ensuring the department is organised, resourced and motivated to deliver the Government's agenda effectively.
- Provide oversight of relevant arms-length public bodies such as Nuclear Decommissioning Authority, UK Space Agency, Companies House, Post Office and the British Business Bank.
- Be principal adviser to the Secretary of State on this portfolio, providing support, counsel and challenge in decision making to drive delivery, ensuring advice is evidence based, deliverable, commercially-sound and ensures value for money.
- Be Accounting Officer for the delivery programmes within scope, responsible to Parliament for ensuring regularity, propriety and value for money for billions of pounds of public money.
- Be a highly visible and inclusive leader who manages, motivates and engages staff effectively. He or she will be a role model for the ambition and values of the Department.
- Be a dynamic and collaborative individual and a strong team player who will contribute to the corporate leadership of BEIS and the Civil Service.
- Be an outstanding ambassador for the department and build its influence across government and with stakeholders.

Person Specification

The successful candidate will demonstrate these essential criteria:

- Strong strategic capability and judgement combined with an understanding of how to translate strategy into successful delivery on the ground, working through partners and contractors.
- Confidence, authority and resilience in managing and directing complex operational response activity, often under scrutiny and sustained pressure.
- Excellent communication skills and the ability to both secure the confidence of Ministers and support them to drive delivery of our major programmes; and to command credibility with the most senior stakeholders and colleagues across Whitehall and arms-length bodies.
- Credibility and experience to collaborate with the most senior leaders across the UK and global private sector as we work with investors and partners to drive delivery.
- A track record, ideally gained in a relevant sector, of working successfully with others to deliver common goals and objectives, coupled with an ability to deliver change through influence and collaboration.
- Confident, inclusive and compassionate leadership skills, aligned with the Civil Service values of impartiality, honesty, integrity and objectivity, and a proven ability to enthuse and lead others through change.

Applicants should draw on their previous experience to demonstrate how they meet the criteria above. It would be desirable, though not essential, if that experience were drawn from one or more of the following:

- Experience of energy markets and decarbonisation programmes, given the breadth of programmes in this portfolio and the scale of reform required.
- Commercial acumen and experience through negotiation and management of large-scale contracts and partnerships, effectively leveraging the expertise of the private sector.
- Experience of leading delivery of major programmes from initiation right through to successful operation and benefits realisation, including working through arms-length operational organisations
- The Civil Service is committed to equality for all and welcomes applications from candidates from diverse backgrounds.

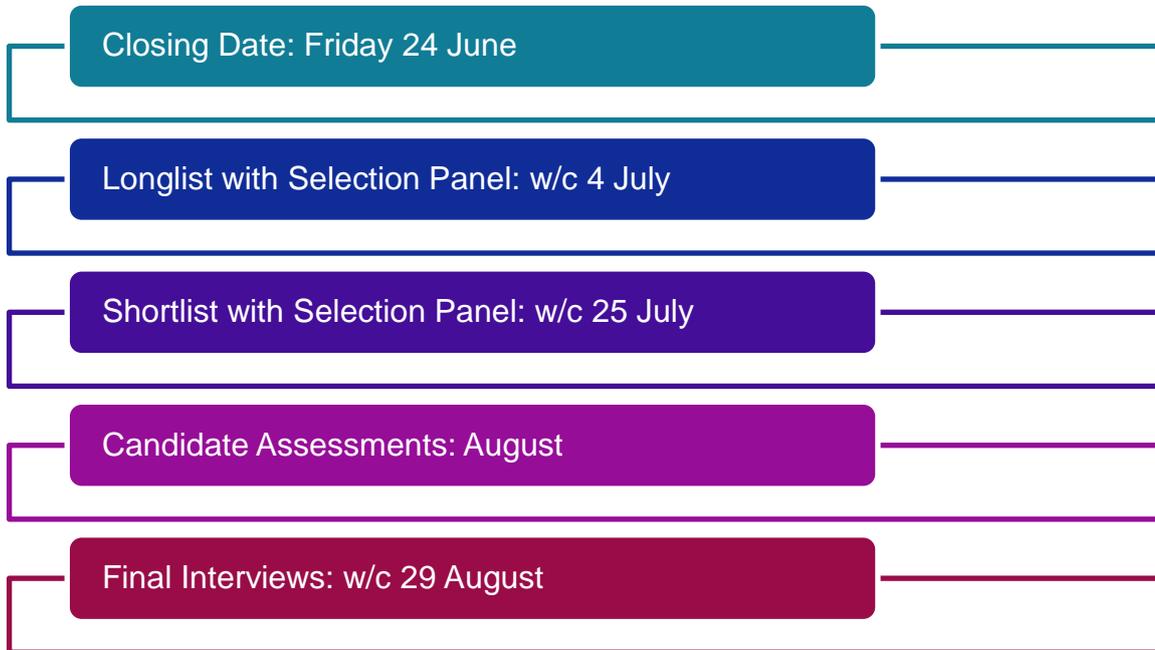


Selection Process

Indicative timetable

The closing date for applications is 23:59 on Friday 24 June 2022. All applications will be acknowledged and considered by the selection panel.

The provisional timetable is as follows:



How to apply

The recruitment process is being undertaken by Russell Reynolds Associates on behalf of BEIS. Please submit your full application by email to responses@russellreynolds.com. Please quote the role title and assignment code **P2204-073L** in the subject heading of the email. All applications will be acknowledged

Please include a daytime, evening and mobile telephone contact number, and your preferred email address for correspondence, which will be used with discretion

Your submission should include:

- A short covering letter of not more than three A4 sized pages explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the person specification.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps in your employment history, giving details where applicable, of budgets and numbers of people managed, highlighting relevant achievements in recent posts, together with reasons for absence within the last two years.
- Details of your current remuneration package.
- The names of at least two referees who may be contacted at shortlist stage, i.e. before the final interview, describing in what capacity and over what period of time they have known you. Referees will not be contacted without your consent.
- Notification of any dates you are unable to accommodate within the indicative timetable set out above. Please note that shortlisted candidates will be required to undertake a number of assessments prior to the final interviews. Your co-operation in making yourself available during this time will be much appreciated.

In addition, your application should include the following documentation:

- [A completed Diversity Questionnaire](#). The Civil Service is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. Please note that applications will not be accepted unless the form is returned. If you do not wish to provide a response to a particular question, you should complete the 'prefer not to say' option (see Annex C).
- [Disability Confident Scheme Declaration](#) for people with disabilities as appropriate. We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. All monitoring data will be treated in the strictest confidence and will not affect your application in any way (see Annex D).

Recruitment overview

Permanent Secretary recruitment competitions are governed by the Civil Service Commission's Recruitment Principles. Applications will be sifted against the criteria set out above by a panel chaired by the First Civil Service Commissioner.

This competition will be chaired by the First Civil Service Commissioner. The panel will include First CS Commissioner, Gisela Stuart; BEIS Permanent Secretary, Sarah Munby; HM Treasury Permanent Secretary, Tom Scholar; and BEIS Lead NED, Ann Cairns.

Shortlisted candidates will undertake a staff engagement exercise, an individual leadership assessment and a meeting with the Secretary of State for Business, Energy & Industrial Strategy. They will also be offered a meeting with a key stakeholder, and have an opportunity to have an informal meeting with the permanent secretary, Sarah Munby.

Following panel interviews, and as in all Permanent Secretary level appointments, candidate(s) deemed to be appointable against the criteria will then be put to the Prime Minister for final selection. The successful candidate will be required to undergo Developed Vetting.

Eligibility

This is a reserved post and as such only UK nationals are eligible to apply.

The successful candidate will be required to undergo developed security vetting.

Terms and Conditions

Tenure

The successful candidate will hold this post for up to five years from the date of appointment. There is no presumption in favour of renewal, but renewals for a shorter period than five years may be possible where performance has been strong, following consultation with the Cabinet Secretary and at the discretion of the Prime Minister.

Salary

The role sits in tier 3 of the permanent secretary pay band (£150,000 - £160,000). More may be available for an exceptional candidate, subject to ministerial approval.

Location

The successful applicant can be based in Salford or London with travel to other offices as required.

Pension

Civil Service pension arrangements will apply. Full details can be found on the Civil Service Pensions website at: <https://www.civilservicepensionscheme.org.uk/>

Annual Leave

There will be up to 30 days paid annual leave. In addition you will be entitled to all public holidays and to one privilege day in addition to your annual leave allowance.

Restrictions

During the period of appointment there will be certain restrictions on political activities.

Business Appointments

Candidates should also note that on completion of the appointment, the post holder will be subject to the Government's Business Appointments Rules, with the possibility of restrictions on future employment imposed by the Prime Minister, on the recommendation of the independent Advisory Committee on Business Appointments.

Further information about the Rules and restrictions likely to be imposed on former Permanent Secretaries can be found at the address below:

[http://acoba.independent.gov.uk/media/32110/business%20appointment%20rules%20\(2014\).pdf](http://acoba.independent.gov.uk/media/32110/business%20appointment%20rules%20(2014).pdf)

Conflicts of Interest

You will be required to disclose any personal or business interests, including share holdings, which may or may not be perceived to be relevant to or in conflict with working within the Civil Service. This may involve suspending or relinquishing stock market activity.

Equality and Diversity

We are committed to supporting the principle that everybody should have the same opportunities for employment, development and progression. This should be based on their ability, competence and suitability for the role.

This means that no applicant should receive less favourable treatment on grounds of their ethnicity, gender, sexual orientation, age, marital status, disability, religion, transgender status, family or domestic responsibilities, or working patterns. Also nobody should be disadvantaged by any specific conditions or requirements, unless it can be justified that these could affect their ability to undertake the role.

Complaints

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found at the address below.

<http://civilservicecommission.independent.gov.uk/wp-content/uploads/2015/04/RPApril2015.pdf>

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact Carol Maye carol.maye@cabinetoffice.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission at the address below.

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>).

Diversity and Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK, and the Department for Business, Energy & Industrial Strategy wants to lead the way in this commitment.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity and fairness are not only respected and valued – but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.



Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. You can also find out more about the Civil Service D&I strategy "A Brilliant Civil Service: becoming the UK's most inclusive employer" here:

<https://www.gov.uk/government/publications/a-brilliant-civil-service-becoming-the-uks-most-inclusive-employer>

“Our differences enrich us, our diversity makes us strong.”

Annex A – Civil Service Leadership Statement

The leadership statement can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/405453/CS_leadership_statement_3_1_.pdf

Annex B – Civil Service Code

The Civil Service Code can be found at:

<https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>

Annex C – Diversity Questionnaire

The Civil Service is committed to equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, marital status, religion or belief. The information you provide on this form will be used to help achieve that commitment.

The information collected is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act.

[You can find the Diversity Questionnaire by clicking this link.](#)

Annex D – Disability Confident Scheme

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. Selection will be on merit.

By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as essential. We are committed to the employment and career development of disabled people (the minimum criteria means the essential competences as set out in the advertisement for the post).

What do we mean by disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

If you want to apply under the Disability Confident Scheme, simply complete the declaration here. We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

[You can find the Declaration Form by clicking this link](#)

