



Civil Service
Talent



Department for
Business, Energy
& Industrial Strategy

Candidate Information Pack

Director General, Enterprise

Department for Business, Energy and Industrial Strategy

SCS Pay Band 3

Reference: P1711-088L

Closing date: 10:00am Monday 5 February 2018



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Welcome



Biography

Alex became Permanent Secretary for BEIS in September 2016. Prior to that he was Joint Permanent Secretary for BEIS.

Previous career highlights include:

- Permanent Secretary for the Department of Energy and Climate Change (DECC)
- Chief Executive of the Competition and Markets Authority (CMA)
- Chairperson and Commissioner of Ireland's communications regulatory agency, ComReg
- Chair of the Economics Regulators Network in Ireland

Alex has also held a number of senior executive positions in the media, technology and e-commerce industries with Pearson plc, Financial Times Group, e-countries Inc and Eceleration Ltd

Alex is also Trustee and Deputy Chair at the international charity Breadline Africa.

“ Thank you for your interest in this role at BEIS ”

I wanted to add a personal note about this role and why I think it is an exciting opportunity for the right person.

The Department for Business, Energy and Industrial Strategy (BEIS) was created by the Prime Minister from the Department for Business, Innovation and Skills and the Department for Energy and Climate Change. It has one of the widest remits in Whitehall and a key role to play in making markets work well for businesses, consumers and workers.

We want to champion the UK by promoting it as a great place to create and grow successful businesses, in turn strengthening our economy. The role I'm advertising of Director General, Enterprise is vital to delivering this.

This is a fantastic and unique job for an exceptional, dynamic leader that provides the opportunity to help shape the Department, ensuring that we deliver for the UK. In particular the role holder will be the 'face' of Government, engaging with a wide range of businesses and sectors across the country in order to maximise investment opportunities in support of UK business.

This isn't your average Whitehall job – as someone who has spent significant time in the private sector myself, I would welcome applications from exceptional individuals who may have never previously considered a role in the Civil Service. There has never been a more exciting time to join this department.

If you have the appetite for one of the most stimulating Director General jobs in the UK Government, then I would like to hear from you.

Alex Chisholm
Permanent Secretary

Background to the Department for Business, Energy and Industrial Strategy (BEIS)

BEIS was created by the Prime Minister from a merger of the Department for Business, Innovation and Skills and the Department for Energy and Climate Change. BEIS has one of the widest remits in Whitehall and a key role to play in making markets work well for business, consumers and workers.

Our work is to ensure that the economy grows in all parts of the country, based on a robust [Industrial Strategy](#) and that the UK has secure energy supplies that are reliable, affordable and clean. It will encourage investment and innovation that fully uses the UK science base; and enable a whole economy approach to deliver our climate change ambitions.

As a department we draw on the best available evidence to develop policy solutions from investment in innovative companies, to reducing energy bills for households, to promoting competitive markets and consumer interests, and to reducing carbon emissions. 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.

Through our network of partner organisations we deliver services to thousands of businesses, and customers every day – delivering weather reports by the Met Office, registering new businesses at Companies House and protecting intellectual property at the Intellectual Property Office. The UKAEA carries out leading edge fusion research and the Coal Authority and Nuclear Decommissioning Authority (NDA) restores and protects our environment.

We support innovative and flexible working in BEIS. The department is underpinned by our shared values of working together to be enterprising and more inclusive. Further information can be found at: <https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy>

BEIS Vision

The BEIS Story

Our vision is an economy that works for everyone – with great places in every part of the UK for people to work and for businesses to invest, innovate and grow.

Our objectives – what we do

1 Deliver an ambitious industrial strategy

We will develop a modern, long-term industrial strategy that lays the foundations for reinvigorating UK economic performance and boosts earning power throughout the country. We will cultivate world-leading science and innovation, build on local strengths and foster enterprise to ensure every place meets its potential.

2 Maximise investment opportunities and bolster UK interests

We will deliver the best results for the UK from exiting the EU by creating a world class business environment that drives investment and employment. As we build our new relationship with the EU we will maintain business and investor confidence and ensure their interests are reflected in the negotiations.

3 Promote competitive markets and responsible business practices

We will secure better outcomes for consumers by creating a more competitive environment for business and industry. We will improve corporate governance, and ensure the labour market offers everyone the opportunity to obtain quality, well-paid jobs and better working conditions.

4 Ensure the UK has a reliable, low cost and clean energy system

We will upgrade and diversify our energy supplies to meet future needs – ensuring they are smarter, cleaner, more secure and affordable for consumers and businesses. We will promote clean growth and take action to tackle climate change, working in partnership with business and international communities.

Our values – how we work

B Brilliant

We are inspiring, high performing, and have a clear sense of purpose in delivering excellent outcomes.

E Enterprising

We are creative, open to ideas, and well connected to the people we serve.

I Inclusive

We capitalise on different perspectives and encourage everyone to bring their whole selves to work.

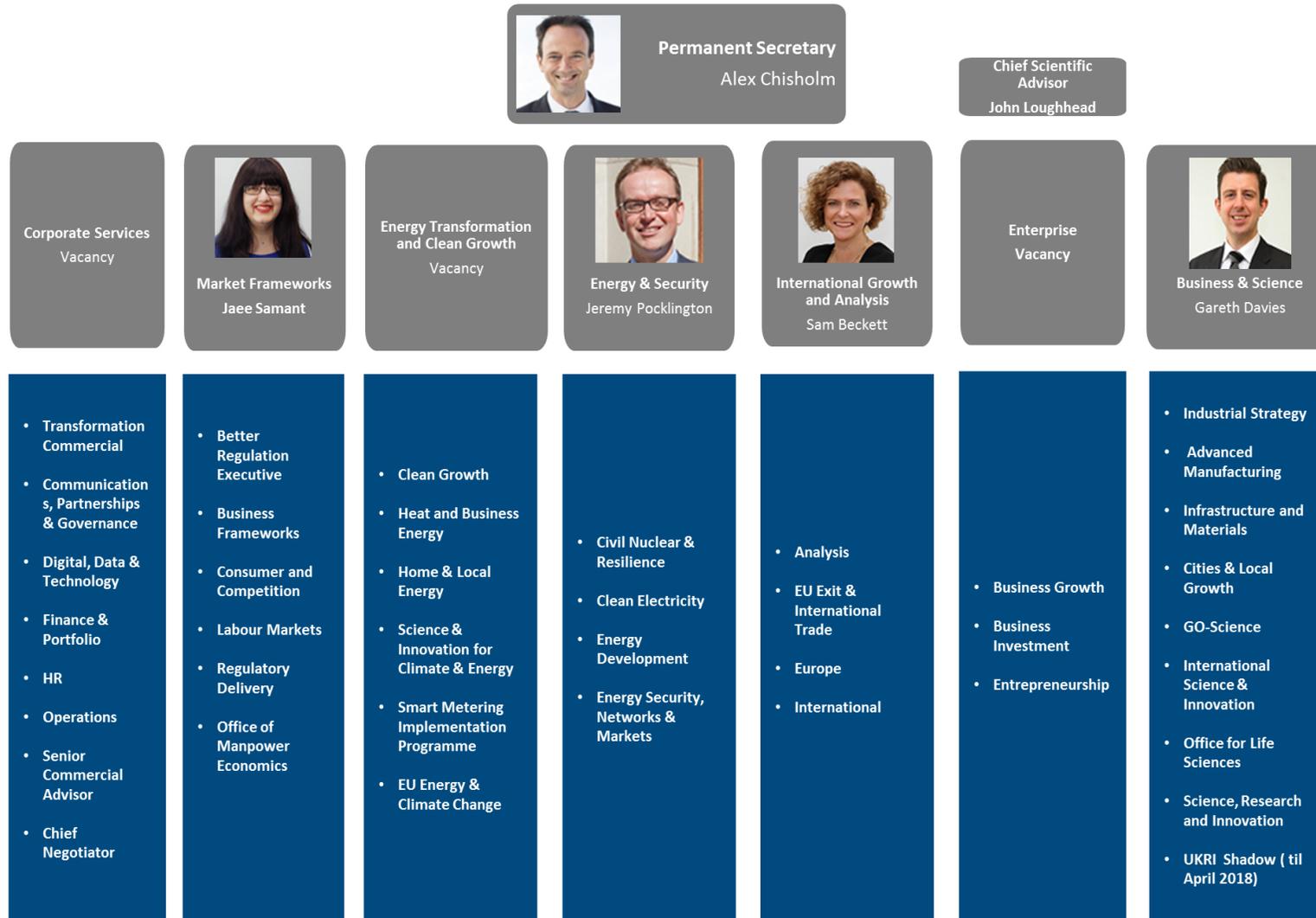
S Skilled

We are expert and committed to our development and impact.

The BEIS Story

Building an economy for everyone

BEIS Senior Team



Vacancy Description

Job Title	Director General, Enterprise
Vacancy Reference	P1711-088L
Salary	<p>The salary for this post is set within the Senior Civil Service Pay Band 3 range.</p> <p>External candidates should expect their salary on appointment to be up to £140,000 per annum.</p> <p>Existing Civil Servants will be appointed in line with Civil Service pay rules.</p>
Available on promotion	Yes
Vacancy Description	<p>As the Department for Business we are responsible for maximising investment opportunities and bolstering UK interests. This new role has been created to provide focus and leadership on enterprise and investment in support of UK businesses.</p> <p>As the DG Enterprise you will bring together this new Group within the Department, with a particular focus on building business capability across BEIS.</p> <p>You will:</p> <ul style="list-style-type: none">• Support the department’s engagement with the business world, using your network to forge broad and deep relationships to further strengthen the two-way dialogue between business and the department

	<ul style="list-style-type: none">• Lead Government interventions with major corporates to ensure we maximise investment opportunities and support companies in distress• Build new capability to champion and support small businesses, entrepreneurs and the tech community across the country• Deepen the business awareness and capability of the department through oversight of relevant training and secondments. <p>With a delegated budget of around £24 million a year, you will lead a team of around 70 staff based in London. You will report directly to Alex Chisholm, Permanent Secretary, and will have direct line management responsibility for 2 Directors. You will also be a member of BEIS’s Executive Committee (ExCo).</p> <p>We expect all our senior leaders to be:</p> <ul style="list-style-type: none">• Inspiring – about our work and its future• Confident – in our engagement with others• Empowering – to allow our teams to deliver <p>https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement</p>
<p>Person Specification</p>	<p>To be successful in this role you will need to be an exceptional leader with a strong track record in the private sector, bringing wide cross-economy experience and a well-established network.</p>

In addition to the above, you will **also** need to be able to demonstrate your capability and potential against the following essential criteria:

- The ability to build and maintain successful relationships with a wide range of stakeholders, winning the trust of those who may have differing or conflicting views
- The commercial experience to lead our activity on business investment, ensuring positive outcomes for UK plc and for the taxpayer
- The ability to communicate complex positions and ideas clearly, and with impact, to a wide range of stakeholders, both internally and externally
- The confidence, presence and impact to operate within a complex environment, and an appreciation of the political context in which we work, and interactions between the public and private sectors.

The Recruitment Process

How to Apply

To apply for this post you **must email the following documentation** to Responses@RussellReynolds.com by no later than **10:00am Monday 5 February 2018**:

1. A **CV** setting out your full career history, highlighting specific responsibilities and achievements that are relevant for this role, including details where applicable of budgets and numbers of people managed, relevant achievements in recent posts, together with reasons for any gaps within the last two years
2. A **statement of suitability** (no longer than two A4 pages) explaining why you are interested in the role and how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria in the person specification
3. A completed **Diversity Monitoring Form**. All monitoring data will be treated in the strictest confidence and will not affect your application in any way
4. A completed **Candidate Supporting Information Form**, including the names of two professional referees who may be contacted at shortlist stage i.e. before the final interview. No contact will be made with referees without your prior knowledge

If relevant please also submit:

	<ul style="list-style-type: none">• A completed Guaranteed Interview Scheme Form if applying under this scheme. <p>Please include the reference number P1711-088L and job title in the subject line.</p> <p>If you cannot apply online, please post your application, ensuring it will arrive by the closing date, to:</p> <p>Russell Reynolds Associates c/o Elinor Parry, P1711-088L, Almack House, 28 King Street, London SW1Y 6QW</p>
<p>Overview of the Process</p>	<p>Russell Reynolds Associates will acknowledge your application and keep you updated throughout the selection and assessment process.</p> <p>Applications will be reviewed to select those demonstrating the best fit with the post against the criteria set out in the person specification.</p> <p>Full details of the selection and assessment process will be made available to shortlisted candidates once the shortlist has been completed but will include, as a minimum, a final panel interview.</p> <p>Shortlisted candidates will have the opportunity to meet with Archie Norman (Lead Non-Executive Director, BEIS), and Alex Chisholm prior to the final panel interview. There may also be the opportunity to speak to other members of Department's senior leadership team on an informal basis to find out more about working for BEIS.</p> <p>The panel will be chaired by Isabel Doverty (Civil Service Commissioner) and will include Alex Chisholm (Permanent Secretary, BEIS), Antonia Romeo (Permanent Secretary,</p>

	<p>Department for International Trade) and Mark Russell (CEO of UK Government Investments).</p>
<p>Arrangements for interview</p>	<p>Expenses incurred by candidates during the recruitment process will not be reimbursed by the Department except in exceptional circumstances and only when agreed in advance.</p> <p>If candidates are required to prepare a presentation for their interview, they will be given at least one week’s notice of the subject.</p>
<p>Reserve lists</p>	<p>If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.</p>
<p>Further Information</p>	<p>If you have any questions about the role or would like to discuss the post further, please contact Russell Reynolds on 0207 198 1870.</p>
<p>Civil Service Commission</p>	<p>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.</p> <p>The selection process will be overseen by the Civil Service Commission.</p> <p>The Civil Service Commission has two primary functions:</p> <ul style="list-style-type: none"> • Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.

- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found at on the Civil Service Commission website:

<http://civilservicecommission.independent.gov.uk>.



Complaints

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 Lesley Petrie at lesley.petrie@beis.gov.uk in the first instance.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission at:

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

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:

Advert Closing Date	10:00am Monday 5 February 2018
Long List Meeting	w/c Monday 12 February 2018
Preliminary interviews with Russell Reynolds	Monday 19 February to Friday 23 February 2018
Short List Meeting	Friday 2 March 2018
Pre-interview Discussion with Alex Chisholm	w/c 5 March 2018
Pre-interview Discussions with Archie Norman	w/c 5 March 2018 and w/c 12 March 2018
Assessments	w/c 12 March 2018
Panel Interviews	Tuesday 27 March 2018

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process. Please note it may not be possible to offer alternative times for assessments or interviews.

Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

<p>Appointment Term</p>	<p>Two year fixed term, with the possibility of extension.</p> <p>Alternatively this role can be offered on secondment if preferred by the candidate and their current employer.</p>
<p>Location</p>	<p>Based at 1 Victoria Street, London SW1H 0ET, however, significant travel around the UK will be required.</p> <p>Relocation costs will not be reimbursed.</p>
<p>Working Arrangements</p>	<p>This is a full time role.</p> <p>Flexible working arrangements (including existing job-share arrangements equating to full time hours) may be possible but will need to be agreed with the Department to ensure business needs can be met.</p>
<p>Salary Range</p>	<p>The salary for this post is set within the Senior Civil Service Pay Band 3 range.</p> <p>Being mindful of the scrutiny on public sector pay, external candidates should expect their salary on appointment to be up to £140,000 per annum.</p> <p>Salary and terms of appointment for an existing Civil Servant will be in line with the normal Civil Service pay rules.</p>

Pension

Your pension is a valuable part of your total reward package where:

- the employer makes a significant contribution to the cost of your pension;
- your contributions come out of your salary before any tax is taken. This means your take-home pay will not be reduced by the full amount of your contribution; and
- your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

For more information, visit

www.civilservicepensionscheme.org.uk.

Leave Allowance

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years' service.

In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The allowance is pro-rated for part-time staff.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Training and Development

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and

there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

To create a more skilled and unified organisation to transform services, the Civil Service is developing 10 specialist areas of expertise.

www.gov.uk/government/publications/functional-model-for-more-efficient-and-effective-government

These cross-government functions provide professional services and support to departments and supplement the 25 recognised professions within the Civil Service and who are there to support your own professional development

www.gov.uk/government/organisations/civil-service/about/recruitment

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

Other Benefits

- Childcare - the Department recognises that many staff balance working lives with the demands of a family life and offers support with childcare and holiday play schemes costs by providing childcare vouchers for staff who meet the eligibility criteria.
- Interest free season ticket and bicycle loans.
- Some departments also offer onsite facilities including fitness centres and staff canteens.

Modernised Terms and Conditions	Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.
Eligibility	The post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies.
Nationality	<p>To be eligible for employment you must be a national from the following countries:</p> <ul style="list-style-type: none">• The United Kingdom• The Republic of Ireland• The Commonwealth*• A European Economic Area (EEA) Member State• Switzerland• Turkey <p>Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.</p> <p>(*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)</p>

	<p>For further information on whether you are eligible to apply, please visit Gov.UK.</p>
Security Clearance	<p>Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).</p> <p>The successful candidate must hold or be willing to obtain security clearance to Security Check (SC) clearance level before taking up post.</p>
Reserved for UK Nationals	<p>Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.</p> <p>This is not a reserved post.</p>
Conflicts of Interest	<p>Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.</p>

If you believe you may have a conflict of interest, please contact Russell Reynolds Associates before submitting your application.

Equality and Diversity

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Department also offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

To be eligible, your disability must be within the definition laid down in the Equality Act 2010. A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of this policy, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted, or is likely to last, 12 months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

Should you consider yourself eligible to apply for this post under the GIS, please return the appropriate form with your application.

Civil Service Code

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit [Gov.UK](https://www.gov.uk).



Executive Recruitment

Civil Service Talent

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