

Private and Confidential

Position Specification

Department for International Trade

Chief Trade Negotiation Adviser

Position Specification

Foreword from Antonia Romeo, Permanent Secretary – designate, Department for International Trade



I am delighted that you want to know more about the position of Chief Trade Negotiation Adviser at the Department for International Trade. This is a crucial post supporting Liam Fox, the Secretary of State for International Trade and his Ministerial team to help negotiate and deliver new trade arrangements with other countries when the UK has left the EU. As the Prime Minister set out in her speech on 17 January, securing such agreements will be a central priority for the Government as we promote the UK as one of the firmest advocates for free trade anywhere in the world and Britain rediscovers its role as a great, global, trading nation.

As Chief Trade Negotiation Adviser you will take on a challenging role at a critical time for the UK, supporting both work in the department in London and engagement with a broad range of international counterparts, to help prepare and deliver these new trade agreements. You will provide expert advice and leadership to the department's work on planning and delivering negotiations with third countries, in support of Ministers' own engagement with their international colleagues. You will oversee the building of capacity and capability in the Government's Trade profession in the Department and across the Civil Service. With me, you will lead and motivate staff in the Department for International Trade, in London and across the overseas network. You will also be a leading expert voice in UK government-wide strategy for trade negotiations and developing trade expertise, working closely with other Ministers and senior Civil Servants across the Government, notably those in 10 Downing Street, the Department for Exiting the European Union, the Cabinet Office, the Foreign Office, the Treasury and the Department for Business, Energy and Industrial Strategy, among others.

We are looking for a politically-astute and dynamic trade negotiation specialist who possesses the expertise and skills required to be one of the Government's most senior advisers on international trade: able to carry the confidence of Ministers and the most senior Government officials; demonstrating strong commitment to the Civil Service values of impartiality, honesty, integrity and objectivity; and credible and convincing with both business leaders from all sectors of the economy and a diverse range of international contacts including trade negotiators.

If you are a trade negotiation expert with strong political, commercial and international awareness; and have the credibility and confidence to lead senior engagement with governments and businesses, then I very much hope you will consider this role.

I look forward to hearing from you.

Antonia Romeo

Department for International Trade: Background and Context

The Department for International Trade has overall responsibility for developing, coordinating and delivering a new trade and investment policy for the UK, including preparing for and then negotiating Free Trade Agreements and market access deals with non-EU countries, and promoting UK trade and investment across the world.

Working across the whole of government, industry and our extensive overseas networks to help UK businesses win lucrative deals, the Department supports UK businesses in scaling up and taking advantage of the global appetite for British goods and services, as well as demonstrating that there has never been a better time for international companies to partner with UK suppliers. We engage with global trade partners in order to build on our trade relationships, and improve the policy environment for international trade and investment. Through the cross-departmental GREAT Britain campaign, we build the global appetite for British goods and services and encourage more people to visit, study, invest in and do business with the UK.

We are a department for the whole of the UK, and we work with business partners across the country. In our engagement, we strive to understand businesses' needs for the international trading environment, and support their ambitions to export and invest across borders. We provide advice, intelligence on opportunities, and export finance and insurance.

Useful link

Further information on the Department for International Trade can be found [online](#).

The Role

Core responsibilities

As the Government negotiates the best possible deal for the UK as we leave the EU, the Chief Trade Negotiation Adviser will be vital in establishing the Department for International Trade in its new role promoting free trade and UK business on the global stage, driving even greater openness with international partners and putting Britain firmly at the forefront of global trade and investment.

The Chief Trade Negotiation Adviser is the Second Permanent Secretary in the Department for International Trade. Working to the Department for International Trade Secretary of State and the Permanent Secretary of the Department for International Trade, you would be the head of the Trade profession for the UK Civil Service, building its capacity and capability to conduct trade deals, ensuring the effective day-to-day operation of trade negotiations and delivery of the Government's trade priorities. You would provide strong and visible leadership to trade specialist staff, and work with the Board to shape the Department's international reputation.

You will work closely with the Director General of Trade Policy, who will report to you, and together will be responsible for the overall development and delivery of the Government's trade policy as the UK leaves the EU. You will have joint responsibility for the delivery of the Government's trade priorities and oversight of the activities of the Trade Policy Group. You will focus on the development of capability and the trade profession and the strategy and delivery for trade negotiations, whilst the

Director General focuses on the development of our trade policy, working across Government, and the direct management and organisation of the Group as a whole.

Specifically it will be your responsibility to:

- Be principal adviser to the Secretary of State for International Trade and President of the Board of Trade and his Ministerial team on the negotiation of trade deals. Provide support, counsel and challenge to enable the Secretary of State and his team to develop and deliver the Government's trade priorities. This includes negotiating new bilateral and multilateral trading relationships around the globe.
- With the Director General of Trade policy, provide leadership of the Trade Policy Group within the Department, including its overseas staff, and act as Head of profession for Trade specialists across Whitehall.
- Play a key role in supporting the Permanent Secretary in setting the overall trade strategy and policy for the Department, and promoting a clear understanding of the Department's vision and strategic priorities, both inside and outside the organisation.
- Provide professional advice to the DG trade policy and support the Permanent Secretary in ensuring that the Department has the right people, financial resources, organisational structures and governance arrangements to underpin the development and implementation of the UK's new independent trade policy, within Whitehall and across the overseas network.
- Materially strengthen the Department's specialist trade policy and negotiation capability, through recruitment and training, in order to:
 - develop and negotiate free trade agreements and market access deals with non-EU countries;
 - negotiate plurilateral trade deals on specific sectors or products;
 - make the Department a 'centre of excellence' for negotiation and British trade; and
 - support the UK's WTO membership.
- Be a passionate, effective and influential advocate and ambassador of the Department to forge strong relationships with key partners nationally and internationally.
- You will personally oversee the most pivotal trade negotiations on behalf and in support of Ministers.
- Support the Permanent Secretary to provide strong visible leadership to the Department by engaging its people, and driving a culture of collaboration and high performance. Please see Appendix A for the Civil Service Leadership Statement. The Civil Service Leadership Statement explicitly sets out the behaviour that is expected from all leaders across the Civil Service. It is a statement of intent that highlights the three key characteristics that civil servants have indicated they expect from their leaders, and Civil Service leaders should live up to.

As a Second Permanent Secretary in the UK Civil Service, you will contribute to the collective leadership of the Civil Service as a whole, actively role modelling inspiring and empowering leadership behaviours to shape the Civil Service. You will be expected to be an active member of the senior leadership group, contributing to the development of talent and participating in weekly meetings of Permanent Secretaries and other governance groups as required.

Person Specification

This is a defining role at a historic, exciting and challenging time for the UK. We are seeking an exceptional and highly experienced trade professional who will be able to forge strong relationships with a complex network of key partners nationally and internationally, and advocate passionately and effectively for the new department.

The successful candidate must have:

- Extensive experience of overseeing and leading complex and large scale negotiations on an international basis.
- Significant understanding of, and exposure to, commercial drivers of trade and investment.
- International experience, with a personal reputation of the highest order among global trade professionals.
- The ability to work collaboratively with international and national partners to deliver successful outcomes as well as a developed ability to work and engage with a diverse range of stakeholders handling potentially ambiguous objectives.
- Well-developed political sensitivity to secure the confidence of Ministers and key stakeholders, and the resilience to operate under high levels of scrutiny and sustained pressure.
- Inspiring and empowering leadership skills and strong personal impact with evidence of ability to develop high-performing leadership teams and a professional culture.
- A strong commitment to the Civil Service values of impartiality, honesty, integrity and objectivity.

Whilst this is not a media facing role, experience of media handling is desirable.

Selection Process

A Civil Service Commissioner will chair the process. The Civil Service Commission has two primary functions:

- 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 with a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code (**Appendix E**) 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>

In addition to the Civil Service Commissioner, Ian Watmore, the panel will also comprise:

- Antonia Romeo, Permanent Secretary, Department for International Trade
- Tom Scholar, Permanent Secretary, HM Treasury
- Carolyn Fairbairn, Director-General Confederation of British Industry.

Timetable

The closing date for applications is **noon, Monday 27 February 2017**. All applications will be acknowledged and considered by the selection panel.

The provisional timetable is as follows:

- **Application closing date:** Noon, Monday 27 February 2017.
- **Shortlist meeting:** Week commencing 27 February or 6 March 2017.
- **Interviews with Russell Reynolds Associates:** Weeks commencing 6 March and 13 March 2017.
- **Final interviews:** Week commencing 20 March and/or 27 March 2017.

How to Apply

Russell Reynolds Associates has been appointed to advise on this recruitment. Short-listing of candidates will involve the assessment of information provided in application documentation.

The closing date for applications is noon, Monday 27 February 2017.

All applications must include the following:

- The reference number **P1701-005L** in the subject line.
- A short covering letter of not more than two A4 sized pages explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the candidate profile. If you have a problem with any of the potential dates set out in the recruitment and selection process, please give details in your supporting statement.
- A current CV with educational and professional qualifications, full employment history, current salary and where possible giving details, where applicable, of budgets and numbers of people managed, relevant achievements in recent posts, together with reasons for absence within the last two years.
- Confirmation from you that you are happy for Russell Reynolds Associates to undertake any necessary background checks, including career, credit and qualifications, or similar.
- Your mobile number – and any other useful contact telephone numbers – together with your preferred e-mail address, which will be used for all correspondence between us. Please supply this information in **Appendix B**.
- A statement of conflicts of interest (if applicable): if you, your spouse/partner, dependants, business partner or associate have any business interest or other activities which are or could be perceived as a conflict of interest with the role, you should declare that in your supporting statement. This may involve suspending or relinquishing stock market activity.
- Please indicate two possible referees on your CV or supporting statement. The appointment will be subject to references, taken before the appointment is made and in all cases with the prior consent of candidates. Please note references are likely to be taken before interview stage, again with the prior consent of candidates.
- Diversity Questionnaire (**Appendix C**): 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 complete the attached form (**Appendix C**). If you do not wish to provide a response to a particular question, you should complete the 'prefer not to say' option. Candidates who are shortlisted will be expected to fully complete this form.
- Guaranteed Interview Scheme Declaration for people with disabilities as appropriate. All monitoring data will be treated in the strictest confidence and will not affect your application in any way. Please complete the attached form (**Appendix D**).

Please submit your full application by email to Responses@RussellReynolds.com (please include **P1701-005L** in the subject line).

Eligibility

In general, only nationals from the following countries are eligible for employment in the Civil Service: the United Kingdom, the Republic of Ireland, the Commonwealth, the EEA, Switzerland and Turkey.

There are certain very limited exceptions and further guidance is available at:
<https://www.gov.uk/government/publications/nationality-rules>

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

Terms of Appointment

This post is a Senior Civil Service post at Permanent Secretary level (SCS Pay Band 4). Terms and conditions for Senior Civil Servants have been revised and successful applicants on promotion will be expected to accept the new terms.

Tenure

The successful candidate will hold this post for five years from the date of appointment, and is available on a fixed term appointment basis. 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 Secretary of State and at the discretion of the Prime Minister.

Remuneration Package

The salary range for this post is £142,000 to £160,000. This is subject to ministerial approval, and more may be available for an exceptional candidate.

Pension

Civil Service pension arrangements will apply. Full details can be found on the Civil Service Pensions website at: www.civilservice.gov.uk/my-civil-service/pensions.

Annual Leave

There will be up to 30 days paid annual leave on appointment (depending on length of service), plus 9 days public and privilege holidays.

Location

The post is based in Whitehall, London.

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 here:

<https://www.gov.uk/guidance/new-business-appointments-for-senior-public-servants>

Conflicts of Interest

You will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be relevant to or in conflict with working within the Department. This may involve suspending or relinquishing stock market activity.

Data Protection

We take our responsibilities under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The diversity questionnaire (**Appendix C**) is to be used for monitoring the selection process only. If you do not wish to have these details recorded please use the 'prefer not to say' option. If you are unsuccessful, personal data relating to your application will be destroyed after 12 months. If you are successful, some data will be passed to your new employer's personnel team.

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:

<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 Antonia Moss (at antonia.moss@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: <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>).

Appendix A: CIVIL SERVICE LEADERSHIP STATEMENT

Please refer to the leadership statement at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/405453/CS_leadership_statement_3_1.pdf

Appendix B: PERSONAL DETAILS

Surname:	Forename(s):	Title:
Address for correspondence:		
Postcode:		
Contact Telephone Number (including national or international dialing code):		
Mobile Telephone Number:		
E-mail address:		

Appendix C: DIVERSITY QUESTIONNAIRE: PS DIT 2016

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.

Please tick/check only ONE box in each section.

What is your gender?

- Female Male Prefer not to say

Is your present gender the same as the one assigned at birth?

- No Yes Prefer not to say

Sexual orientation - Which of the following options best describes how you think of yourself?

- Bisexual Gay man Gay woman/lesbian
 Heterosexual/straight Other Prefer not to say

Do you consider yourself to have a disability?

A disabled person is defined in the Equality Act as someone with a physical or mental impairment that has a substantial and long term impact on their ability to carry out day to day activities. This includes progressive and long term conditions from the point of diagnosis such as HIV, Multiple Sclerosis or cancer.

Taking into account the effect of any medication, treatments or adaptations do you consider yourself to be disabled?

- No Yes Prefer not to say

Any information you provide here will be used for monitoring purposes only. If you need a 'reasonable adjustment' or are applying under the Guaranteed Interview Scheme then please let us know separately.

What is your religion?

- Buddhist Christian Hindu
 Jewish Muslim Sikh
 Any other religion No religion Prefer not to say

What is your ethnic group?

Choose one section from A to E, then tick the appropriate box to indicate your ethnic group.

A. White

British

(English/Scottish/Welsh/Northern Irish)

Irish

Any Other White background (please specify)

B. Mixed Heritage

White and Black Caribbean

White and Black African

White and Asian

Any Other Mixed background (please specify)

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any Other Asian background (please specify)

D. Black or Black British

Caribbean

African

Any Other Black background (please specify)

E. Chinese or other ethnic group

Chinese

Any other (please specify)

Prefer not to say

Appendix D: GUARANTEED INTERVIEW SCHEME

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. 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). To show this we use the Disability Symbol awarded by Jobcentreplus.

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 Guaranteed Interview Scheme simply complete the declaration below and send it in with your application.

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.

DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

I require the following special arrangements to be made for me to be able to attend an interview:

.....
.....

Name:..... Date:

Signature*:

Vacancy reference number: **PS DIT 2016**

* There is no need for a signature if you are submitting the form electronically

*Please return the completed form with your application. **ANY FALSE DECLARATION OF DISABILITY TO OBTAIN AN INTERVIEW WILL SUBSEQUENTLY INVALIDATE ANY OFFER OF A POST***

Appendix E: CIVIL SERVICE CODE

The Civil Service Code can be found at:

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