

# Industrial Development Advisory Board

## Members x 5

Candidate Pack

Closing date: 10 October 2022

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Joshua Sweet, at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)



Department for  
Business, Energy  
& Industrial Strategy

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## About IDAB

The Industrial Development Advisory Board (IDAB) advises Ministers on new schemes offering financial support for industry and on applications of more than £5m from companies looking to make capital investments under existing schemes of support.

As a member of IDAB, you will have a statutory role of advising Government Ministers on whether financial support should be provided to UK businesses.

Board Members have both statutory and non-statutory responsibilities. As a Member of IDAB, their role is to bring independent oversight, support and constructive challenge to proposals on financial support for industry. The Board advises the Secretary of State for BEIS on large business/ industrial investment and intervention decisions being considered by the Government (specifically under sections 7 & 8 of the Industrial Development Act 1982).

Government departments may also wish to use the skills and expertise of IDAB Members and the independent review role the Board provides. In this instance, the Board Member may be asked to provide commercial and financial advice to large commercial projects that fall outside IDAB's statutory remit (e.g. launch investment cases) where the Department considers that the Member's expertise would enable the project to improve its decision making. For this reason, we are seeking Members with an appreciation of the Government's strategic intent and programmes, including economic recovery, green growth, net zero and levelling up, specific sector deals and the [Digital Strategy](#).

## Diversity, Disability Confident, and reasonable adjustments

The Department for Business, Energy and Industrial Strategy is committed to the principle of public appointments on merit with independent assessment, openness and fairness of process and to providing equal opportunities for all.

Applications are welcome from all, but we particularly encourage applications from women, people from an ethnic minority, people with disabilities and other underrepresented groups. The role is only available to UK nationals due to the level of security clearance required.

BEIS offers professional training courses on public sector finance and governance for those new to the public sector. BEIS works with Government Departments to ensure they have the capacity to attract the widest field of candidates and to make the best possible appointments. All applicants are asked to complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure Departments are recruiting from the widest possible pool.

**Arrangements for candidates with a disability:** As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

**Adjustments:** All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact the Campaign Manager at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

## Assessment criteria

**For the role, you must demonstrate the following essential criteria:**

- A strong record of success in chosen field;
- Working knowledge of corporate and investment finance;
- Ability to analyse complex situations and draw reasonable conclusions;
- Experience of working on a Board, in the public or private sector;
- Collaborative mindset and ability to work as part of a team to achieve objectives.

It is **desirable** that candidates demonstrate:

- Operational management experience or manufacturing experience;
- Experience in the finance industry.

## Terms of appointment

**Appointment term:** Successful candidates will be appointed for an initial three-year term.

**Location:** The roles are based in London, with quarterly meetings to take place in London, with all other meetings done virtually.

**Remuneration and time commitment:** Members are unpaid but will be reimbursed for reasonable travel and subsistence expenses. They will need to commit approximately two days a month to read papers and attend meetings. The role is not pensionable.

**Member liability:** The Department will provide that where a Board member has acted honestly, reasonably, in good faith and without negligence, they will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Board functions.

**Standards in public life:** Candidates must confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' drawn up by the Committee on Standards in Public Life.

**Security clearance:** Successful candidates will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance level at Baseline Personnel Security Standard (BPSS).

**Nature of Appointment:** This is a Public Appointment made by the Secretary of State for Business, Energy, and Industrial Strategy. Appointees would not be employees of the Department or IDAB.

## How to apply

**The closing date for applications is 9am on 10 October 2022. Late or incomplete applications will not be accepted.**

To apply, please:

- Complete the online application form by clicking [here](#).
- Submit your cover letter and CV to Joshua Sweet at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with 'URN 580' in the subject heading.

Applicant packs can be provided in other formats upon request.

You should submit one document combining a two-page statement of suitability and two-page CV (no more than four sides of A4 in total). Please refer to the assessment criteria in your CV and statement of suitability. You should save the document as 'Surname, Initial – URN580 IDAB'.

The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience, and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria

## Assessment panel, process and timing

### The members of the Advisory Assessment Panel will be:

- Fred Perry, Director, Advanced Manufacturing, BEIS (Panel Chair)
- Kevin Taylor, Chair, Industrial Development Advisory Board (Representative of Organisation)
- Laurie Benson, Non-Executive Director, Intellectual Property Office (Independent Panel Member)

The timeline for this campaign is indicative and subject to change. Please check the advert for any updates.	
Advert closes	10 October 2022
Panel sift	w/c 24 October 2022
Interviews	Mid November 2022
<i>Due to Covid-19 successful candidates might be asked to attend a virtual interview using Microsoft Teams. Further information on the format of the interview will be provided once interviews have been booked.</i>	
Announcement/candidate in post	Around December 2022/January 2023



## Conflicts of interest and due diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the Department should be declared. Any conflict will not prevent you going forward to interview but may be explored with you during the selection process.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact the BEIS Appointments Team at:

[publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

# The Seven Principles of Public Life

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. 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. These will be tested as part of the selection process and the Selection Panel must satisfy itself that all candidates for appointments can meet these standards; which are:

**Selflessness:** Holders of public office should act solely in terms of the public interest.

**Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty:** Holders of public office should be truthful.

**Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

# Complaints procedure and privacy policy

## Complaints

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team ([publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)) who will make every effort to deal with these 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 BEIS Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the Governance Code on Public Appointments. The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the

Governance Code on Public Appointments.

You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) or by post, as follows:

The Commissioner for Public Appointments  
Room G/8, 1 Horse Guards Road  
London,  
SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at:

<https://publicappointmentscommissioner.independent.gov.uk/>

## Privacy Policy

For our privacy policy, please refer to the BEIS Privacy Notice document attached to the advert for this role.