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**HM Land Registry (HMLR), 1 x Finance Non-Executive Board Member**

**Applicant pack**

**August, 2017**

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| **VACANCY DESCRIPTION** |
| The Organisation:  HM Land Registry is a critical component of national infrastructure. Every time a residential or commercial property is sold or leased HM Land Registry is involved. This is because HM Land Registry is legally responsible for keeping a register of land ownership throughout England and Wales and a sale or lease requires HM Land Registry to change the register for these to be valid.  Charges, like mortgages, are also registered so making it possible for financial institutions to lend against property knowing their collateral is safe. And, almost uniquely around the world, HM Land Registry provides a state-backed guarantee of property ownership and other information held on the register instead of requiring property owners to take out title insurance.  HM Land Registry is a Trading Fund, and a non-ministerial department and executive agency of the Department for Business, Energy and Industrial Strategy (BEIS). It employs around 4,500 staff and operates from 14 locations. The skills of its people are vital in maintaining the integrity of the registry and quality of data.  The Government has recently committed to making HM Land Registry "the world's leading land registry for speed, simplicity and an open approach to data". This is a hugely ambitious objective which will require HM Land Registry to undertake the most substantial and far-reaching transformation in its 150-year history.  In order to meet Government commitments, HM Land Registry will need to become more digitised and customer-centric. In the near future, we expect HM Land Registry will begin a live test of a "Digital Street" which would enable the ownership of property to be changed close to instantaneously.  The Digital Street would also allow HM Land Registry to hold more granular data than is possible at present. Blockchain is one of the underlying technologies that will be trialled. The Digital Street, if successful, would be a world first and has great transformational potential not just for HM Land Registry but the property market itself.  Further information about the work of HM Land Registry can be found at:  <https://www.gov.uk/government/organisations/land-registry> |
| **Non-Executive Board Member (NEBM):**  The Secretary of State is seeking to appoint a new specialist Finance non-executive board member at HM Land Registry. |
| **The Role:**  We are looking for a specialist Finance Non-Executive Board Members to strengthen the board to take forward HM Land Registry’s ambitious transformation programme. You will have an accounting background and will provide independent and objective advice to the Board and Executive team as it goes through the transformation. Although the provision of such strategic advice will represent the core of the role, there will be wider responsibilities, including:   * Contributing to the maintenance of an effective Board together with appropriate corporate governance in line with best practice; * Acting as a source of advice and support to the Executive Board; * Chairing HM Land Registry’s Audit Committee; and * A particular focus on providing challenge and guidance on HM Land Registry’s transformation into a digitised and data-driven registration business and contributing to the monitoring of the transformation.   *Key responsibilities and accountabilities*  It is essentia**l** that the successful candidate will bring:   * Ability of developing strategy at a senior level across all areas of a business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers; * Ability to interpret complex financial information; * Ability to manage the effectiveness of systems of internal control and risk management systems; * Strong technical background in internal audit and control; * Ability to operate at senior Board level; and Strong communications and stakeholder management skills, including the ability to mentor senior executives as appropriate.   It is desirabl**e** that the successful candidate will bring:   * An understanding and appreciation of the role of HM Land Registry in upholding property integrity for the UK economy; and * An understanding of the public sector accounting standards and conventions. |
| **Terms of Appointment:**  The successful candidate will be appointed initially for a period of up to 3 years and may be eligible for reappointment for a second term subject to continuously good performance, conduct and attendance. There is no guarantee of reappointment.  *Remuneration*    The roles are currently remunerated at a rate of £20,000 per annum.  *Time requirement*  The Board meets up to ten times a year, both at the London HQ and in its other offices across England and Wales.  BEIS offers professional training courses on public sector finance and governance for those new to the public sector. |

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| **HOW TO APPLY** |
| **The closing date for applications is 23:00, 12 September 2017.**  Information on the timetable for this campaign, selection process, requisite security clearance, and the Advisory Assessment Panel can be found on the Centre for Public Appointments webpage for this vacancy:  [https://publicappointments.cabinetoffice.gov.uk/appointment/**hm-land-registry-1-x-finance-non-executive-board-member**/](https://publicappointments.cabinetoffice.gov.uk/?post_type=job&p=9260&preview=true) |
| **Late applications will not be accepted.**  Please submit the following documents by email to [Belinda.beck@saxbam.com](mailto:Belinda.beck@saxbam.com)   1. A Covering Letter 2. A CV 3. Candidate Application Form 4. Diversity form   Please ensure that you include “HM Land Registry (LR), Finance NEBM TLRGC” in the subject box.  Alternatively, you can send your application in hard copy to:  Public Appointments Team, 7th Floor  ‑ Spur 2, 1 Victoria Street, London, SW1H 0ET  Applications will be acknowledged upon receipt.  Applicant packs can be provided in other formats upon request. |

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| **CANDIDATE APPLICATION FORM** | | | |
| Position you are applying for: | | | |
| Title:  Surname(s):  Forename(s): | | | |
| Address for Correspondence: | | | |
| **Contact details**  Preferred contact number:  Email address: | | | |
| **How did you find out about this vacancy? Please highlight.**   * Centre for Public Appointments website * The organisation’s website * Print media (please specify which): * Online Media (please specify which): * Personal Network * Other (please specify which): | | | |
| **References**  Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies. The referees will be approached only if you are invited for interview. | | | |
| **Referee 1**  Name:  In what capacity and over what time period has the individual known you?  Telephone number:  Email address: | | | |
| **Referee 2**  Name:  In what capacity and over what time period has the individual known you?  Telephone number:  Email address: | | | |
| **Declaration of Public Appointments Held**  Is this your first public appointment?: Yes/No  Other public appointments currently held and any remuneration- please state below: | | | |
| **Body** | **Government Department Sponsor** | **Term of Appointment** | **Remuneration** |
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| **POTENTIAL OR ACTUAL CONFLICTS OF INTEREST** |
| If you or a family member have any personal or business interest or potential conflict of interest with the activities of the Body you will be expected to declare this.  You will also be required to uphold the standards of conduct established by the Committee of Standards in Public Life, also known as the Nolan Principles (please see last page).  Please give details in the box below of any business or other interests or any personal connections which, if you were appointed, could present a conflict of interest holding this role. These could include financial interests or share ownership, membership of societies, activities, associations or employment of a partner or friend in the particular field in which the public body operates.  Any potential or actual conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application. If there are no potential conflicts of interest, please write **‘none’**. |
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| **POLITICAL ACTIVITY DECLARATION** |
| Have you undertaken any political activity for a political party in the past five years?  No  Yes  If ‘Yes’, please indicate the activity undertaken and for which party/parties:  Party/Parties:  held office  public speaking  stood for election  made donations to a party. If so, please state how much:  any other political activity. If so, please specify­­­ the activity: |

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| **DATA PROTECTION CONSENT** |
| The Data Protection Act 1998 requires that those providing monitoring information must give their consent to it being used, even though the individuals are not identified.  Please mark the box below with an ‘x’ to show that you give your consent for information you provide to be used, anonymised, for publication of monitoring data. |
| I provide my consent: |
| Electronic signature of applicant: |

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| **CONSENT TO RECEIVE INFORMATION ON OTHER PUBLIC APPOINTMENTS** |
| All Public Appointments are advertised on the Cabinet Office’s Public Appointments website <http://publicappointments.cabinetoffice.gov.uk> and the Public Appointments Twitter feed @publicappts .  The Department for Business, Energy and Industrial Strategy (BEIS) and the Centre for Public Appointments would like to keep your CV and contact details on file, and may contact you about other opportunities that may arise in the future. All information will be handled in accordance with the Data Protection Act 1998.  Please mark if you consent to this : |

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| **DIVERSITY AND EQUAL OPPORTUNITIES** |
| 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. Both UK nationals and international candidates are encouraged to apply.  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. |

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| **MAKING A COMPLAINT** |
| If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to: [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) |

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| **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.  Consistent with the Governance Code, applicants will be assessed on merit, and all candidates for public appointment 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 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 Office 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. |

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