

Insolvency Service Non-Executive Director

Candidate Pack

Closing date: 17 October 2021

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

20 September, 2021



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Message from Mark Austen, Chair of the Insolvency Service

The Insolvency Service, as an agency of central government, delivers economic confidence by supporting those in financial distress, tackling financial wrongdoing and maximising returns to creditors. The agency guides the development of and implements the legislative frameworks that deal both with financial misconduct and its resultant insolvency. The core purpose of the Agency is thus to act as steward of both a corporate and personal insolvency regime which is fair and that gives individuals businesses and investors the necessary confidence to take the commercial risks that support economic growth.

The Insolvency Service has an outstanding reputation, both within the insolvency profession but also across Government, as a centre of excellence for operational insolvency work, investigations and enforcement. However, in the light of the fast-changing business environment the agency has embarked on the implementation of a new strategy, directed at modernisation of its focus on continuing to deliver an outstanding service to our customers.

This is thus an exciting time to be part of the agency. whose public profile is higher than it has ever been before dealing as it does with

not just some huge public interest cases and also the impact on both corporate and personal insolvency of the pandemic. The agency is looking to appoint a new Non-Executive Board Member to work closely with the Executive Leadership Team with a special focus on ensuring that any proposed legal changes and practices are validated and have the intended beneficial impact on the fulfilment of its core purpose.

The successful candidate will be part of a committed and enthusiastic Board which is seeking to bring independent thought and a strong support to ensuring that the agency continues to respond to future economic, political and professional demands.

The Insolvency Service is wholly committed to promoting greater diversity and welcome applications from the widest possible field of candidates.

If you think you have got what it takes then we would very much like to hear from you and would welcome your application.

Mark Austen
Chair, Insolvency Service

Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

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. You can also include any reasonable adjustments in the Diversity Monitoring form.

The Role

The role of the Non-Executive Director (NED) is to provide challenge and support to the executive team on behalf of the Board. In order to do this, they will need to maintain an up-to-date understanding of the heat decarbonisation and energy efficiency challenges faced by public sector organisations. They will also provide constructive challenge on the business strategy, performance and use of resources, as well as scrutinising the performance of management on their agreed goals and objectives.

Our NEDs also verify the reliability of financial information, and the controls used for the management of risk. They ensure that effective governance structures and risk management methods are robust and in line with current standards. NEDs uphold the highest standards of integrity, probity, impartiality and objectivity and supporting the chairperson and executive directors in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Person Specification

We are looking for an experienced legal professional with recent experience of insolvency practice to join the board. As a Non-Executive Director (NED), you will provide insights into the current and prospective legal framework; and guide and challenge the Executive. You will contribute substantially to decisions covering the strategy and direction of the Insolvency Service.

You will have the following main responsibilities:

- Ensuring there is a current and independent view of the practicalities and relevance of modern insolvency law; and assisting with framing prospective development in line with Insolvency Service core principles.
- Supporting the delivery of strategic priorities and contributing to the development of long-term strategies using your skills, experience, and judgment to scrutinise short and long-term Insolvency Service performance.
- Maintaining the integrity of financial information, and keeping financial controls, systems and risk management robust and defensible.

Assessment Criteria

Essential criteria

You will be a qualified lawyer, with recent, substantial and recognised experience of practising in the area of insolvency law.

You will also demonstrate the following:

- Experience or the capability to work at a senior leadership level or as a board member in a large or complex organisation.
- An understanding of the wider legal context, and how it applies to the role played by the Insolvency Service.
- Independence of judgment, and the ability to provide constructive and independent challenge to the board.
- The capacity to bring a fresh and external point-of-view to decision-making, through the analysis of complex information in order to reach practical decisions.

- Outstanding communication skills.

Desirable criteria

It is desirable that candidates demonstrate experience/skills in one or more of the following areas:

- A performance history of building and sustaining relationships with key stakeholders, and responding to and balancing their differing needs.
- A track-record of successfully identifying and managing external change.
- Overseeing the management of risk, preferably in a commercial environment.

Terms of Appointment

Appointment term: An initial period of three years.

Remuneration and time commitment: £11,000 for 20 days per annum.

Location: London, but virtual for the foreseeable future.

Nature of Appointment: The role is a Public Appointment, regulated by the Commissioner for Public Appointments, and made by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not an employee of the Department, or the Insolvency Service.

Availability: The successful candidate will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

How to Apply

The closing date for applications is 2300 on 17 October 2021. Late or incomplete applications will not be accepted.

Your application is submitted in two parts.

Both parts must be submitted **by 2300 on 17 October 2021** in order for your application to be considered. Applications which are incomplete or received after this date will **not** be considered.

Part one: CV and Statement of Suitability

- **Please submit one document combining a two-page statement of suitability and two-page CV** to Joshua Sweet at publicappointments@beis.gov.uk with 'INSS, NED' in the subject heading.

Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete a diversity monitoring and conflict of interest form

[via the following link.](#)

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 are:

Panel Chair and BEIS Representative:

Eoin Parker, Director, Business Frameworks

Representative of the Organisation:

Mark Austen, Chair, Insolvency Service

Independent Panel Member:

Joanne Wheeler, Managing Director, Alden Legal;
Co-Founder and Chair, Satellite Finance Network

The timeline for this campaign is indicative and subject to change. Please check the advert for any updates.

Advert closes	17 October 21
Panel sift	w/c 1 November 21
Interviews	w/c 22 November 21
Candidates notified of the outcome	October/November 2021
Announcement	TBC

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 body concerned should be declared.

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, Diversity and Talent Team at publicappointments@beis.gov.uk.

The Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

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 BEIS Public Appointments team (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](#).

Privacy Policy

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