

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **the UK Space Agency (UKSA)**

Subject **UK SBS Executive search for a Chair of the UK Space Agency (UKSA) Steering Board**

Sourcing reference number **UK SBS PS150061**

UK Shared Business Services Ltd (UK SBS)
www.ukpbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
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VAT registration GB618 3673 25
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UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Service (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers, our growth projections anticipate this will rise to £1bn in 2013/14.

Our Customers who have access to our services and Contracts are detailed [here](#).

Our achievements

In 2012/13 the Company grew in turnover from £44.7m to £52.4m, within that growth we:

- Reduced the Research Councils' 'back office' expenditure from £32m to £31.3m
- Saved £33m for the Research Councils in verified procurement savings, being greater than the entire cost of the services we provided to them
- Grew our customers from 7 to 22 (this will likely grow by a further 10 in 2013/14)
- Grew our customer base from 11,000 to 18,000 and will likely expand to 23,000+ in 2013/14

- Achieved an annual spend with SMEs that stands out across Central Government as a leading light at 32% (that's over £104.5M) against the 25% Government target

Our Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function's ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government's initiative to reform procurement in the public sector.

UK SBS Procurement's unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

UK Space Agency (UKSA)

The Agency is responsible for all strategic decisions on the UK civil space programme and we provide a clear, single voice for UK space ambitions. The UK Space Agency is at the heart of UK efforts to explore and benefit from space. The UK's thriving space sector contributes £11.3 billion a year to the UK economy and directly employs 34,000 with an average growth rate of more than 7% per annum.

Collaboration lies at the core of the UK Space Agency ethos and applies across Government as well as to external organisations including European and global partners such as the European Space Agency (ESA), the European Union, national space agencies and the United Nations.

The Agency provides funding for a range of programmes and works closely with national and international academic, education and community partners.

www.bis.gov.uk/ukspaceagency

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	UK Space Agency Polaris House North Star Avenue Swindon Wiltshire SN2 1S
3.2	Buyer name	Joshua Papp
3.3	Buyer contact details	Joshua Papp@uksbs.co.uk +44 (0) 7824 373 370
3.4	Estimated value of the Opportunity	Not disclosed
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	19 th March 2015
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	7 th April 2015 11:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	9 th April 2015 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	13 th April 2015 11:00
3.10	Date/time Bidders should be available if face to face clarifications are required	Week commencing 20 th April 2015
3.11	Anticipated rejection of	27 th April 2015

	unsuccessful Bids date	
3.12	Anticipated Award date	28 th April 2015
3.13	Anticipated Contract Start date	4 th May 2015
3.14	Anticipated Contract End date	30 th October 2015
3.15	Bid Validity Period	60 Days

Please note that all times and dates stated in the table above are subject to change throughout the process. Any change will be solely to the discretion of the contracting authority.

Section 4 – Specification

This specification covers the Executive Search process to recruit a Chair of the UK Space Agency Steering board (see appendix 1)

Recruitment Process

Recruitment would be through open and fair competition and the process must comply with the 'Civil Service Commissioners Recruitment Code'.

Subject to discussion with the appointed executive search organisation, we envisage that the process would include:

- Advertising of the posts in appropriate media and job websites
- Candidates submitting their applications
- Sifting of the candidates and shortlisted candidates undertaking a first interview
- Final interview to assess their skills and suitability for the role
- Feedback to candidates on their performance and suitability

Services of the Executive Search Organisation

Working closely with the UK Space Agency, the executive search organisation would be responsible for:

- a) The design and production of appropriate adverts, identifying appropriate media, negotiating rates and placing adverts;
- b) Headhunting activity to raise awareness of the opportunity with potential candidates (all candidates have to go through the one selection process);
- c) Response handling from advertising and despatching information packs etc;
- d) Handling completed applications and preparing initial analysis of eligibility and suitability of candidates. Preparing report for sift panel;
- e) Facilitating the sift panel (with senior managers from the UK Space Agency);
- f) Handling the results of the sift panel – communicating with unsuccessful candidates and providing feedback if required, and inviting shortlisted candidates to next stage;
- g) Organising the final interviews – design the format; book accommodation for the interviews. The panel members will be senior managers from the UK Space Agency;
- h) Handling the results of the final interviews – communicating with unsuccessful candidates and providing feedback if required; communicating with successful candidate;
- i) Preparing the papers on the successful candidate for handover to BIS HR Resourcing Team to undertake reference checks and security clearance and issue appointment letter;

- j) Maintain papers/records throughout the process, including diversity data, to provide an audit trail for the competition

The successful bidder must have a successful track record in recruiting people at this level and the organisation must have a proven track record of working flexibly and in partnership with its clients.

Breakdown of costs

In submitting a tender for this recruitment service, the cost should be broken down as follows:

- A fixed administration charge for the service
- A fixed cost for successfully filling the position

The prices should be exclusive of VAT.

You may be required to make a short presentation of your proposal to the selection panel and to answer questions concerning your proposal and presentation. Any such presentation meetings are expected to be held during the week commencing 20th April 2015.

Questions on the specification or this procurement should be submitted through the CCS e-Sourcing portal.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 40, 40 and 60. These scores will be added together and divided by the number of evaluators to produce the final score of 46.66 ($40+40+60 = 140 \div 3 = 46.66$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Quality	PROJ1.1	Timeframe
Quality	PROJ1.5	Team
Price	PROJ2.1	Payment policy
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria			
Evaluation Justification Statement			
In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.			
Questionnaire	Q No.	Question subject	Maximum Marks
Quality	PROJ1.2	Strategy	25%
Quality	PROJ1.3	Utilising experience and skillset	20%
Quality	PROJ1.4	Range of candidates	25%
Quality	PROJ1.6	Contract start date	For Information Only
Quality	PROJ1.7	Inception meeting	For Information Only

Price	PROJ2.2	Fixed administration charge for the service	15%
Price	PROJ2.3	Fixed cost for every position successfully filled	15%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

Score	'Closed' Question Criteria	'Open' Question Criteria
100	Excellent answer which meets all of the requirements and provides all of the required detail.	The response is excellent and completely relevant. The response is comprehensive, unambiguous and demonstrates an excellent understanding of, and meets, the requirements in all aspects, with no clarification required. The response is well thought out and/or provides <ul style="list-style-type: none"> • highly credible examples; • benefits; or • innovation
80	Good answer which meets all of the requirements but lacks some minor detail	The response is good and highly relevant. The response indicates a good understanding of the requirements and provides sufficient detail across all areas. The response demonstrates how the requirements will be met in the main, which may require minor clarification only.
60	Satisfactory answer,	The response is satisfactory and relevant. The response

	which meets the requirements in many aspects, but fails to provide sufficient detail in some areas.	indicates a satisfactory understanding of the requirements in most aspects, although may lack detail in certain areas. The response suggests that the requirements would be met satisfactorily, but may require some clarification.
40	Limited answer which satisfies some aspects of the requirements, but fails to meet the specification in the whole.	The response is limited and partially relevant. The response indicates partial understanding of the requirement. The response contains ambiguities which suggest that the requirements would not be met unless clarified.
20	Poor answer which significantly fails to meet the requirements.	The response is poor and only partially relevant. The response addresses some aspects of the requirements but contains insufficient/limited detail or explanation. The response demonstrates only limited understanding of the requirement. The response contains deficiencies which suggest the requirements would not be met.
0	The response is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable. The response fails to demonstrate an understanding of the requirement.	

Please be aware that the final score returned may be different as there will be multiple evaluators and their individual scores after a moderation process will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

Appendix 1 – Draft Job Description

Posts	UK Space Agency Steering Board Chair
Appointing Body	UK Space Agency
Department / Sector	Department for Business, Innovation & Skills
Number of vacancies	One
Location	Swindon Various Locations
Vacancy Description	<p>Steering Board Chair</p> <p>The UK Space Agency was established as an Executive Agency of the Department for Business, Innovation and Skills (BIS) on the 1 April 2011.</p> <p>The Agency's responsibilities include policy and delivery of UK Government's civil space requirements; working with the European Union, the European Space Agency and other international organisations; agreeing with UK industry how to maximise the benefits of space technologies; encouraging children to study STEM subjects; and working with the scientific community to provide a clear voice on decisions that affect the sector.</p> <p>The role of the Steering Board is to advise the CEO, Executive Board, and Ministers through the Director General, Knowledge and Innovation Group, BIS, on the Agency's strategies and performance.</p> <p>The Steering Board acts as a quality assurance body to oversee the running of the organisation. The Steering Board and Executive Board work together to agree strategy.</p> <p>The Steering Board currently consists of four independent members (including the Chair), UKSA's CEO and a Deputy Director representing BIS.</p> <p>Meetings will take place at least six times per year and alternate between Swindon and stakeholder locations. Steering Board members are also expected to contribute to related business through joining working groups or attending UK Space Agency meetings.</p> <p>The chair of the Steering Board is key to achieving Board effectiveness. The main activities are:</p> <ul style="list-style-type: none"> • Networking with key members of the space sector to promote the interests of the UK Space Agency; • Work with BIS, the Chief Executive and the Board members in the development of the Agency's strategic direction, policies and public engagement to deliver our mission, within the overall framework of government policy; • Effectively chair Board meetings in a way that facilitates the corporate pursuit of Agency objectives and gives due consideration to the interests

	<p>of all stakeholders;</p> <ul style="list-style-type: none"> • In conjunction with the Chief Executive, the chair should oversee and monitor the effectiveness of the operation of the UK Space Agency. In addition the Chair should ensure that there is an appropriate process between meetings for action points to be pursued; • The Chair should take the lead in ensuring that Steering Board members are provided with appraisal of their performance and that training needs are identified and addressed. The Chair should themselves seek appraisal of their performance from the Chief Executive. The Chair should ensure that there is a periodic review of the overall effectiveness of the Steering Board and of its Terms of Reference; • The Chair should be involved in the appointment of new Steering Board members, including providing advice on the skills and experience being sought when a new member is appointed. <p>Steering Board Members are expected to contribute around 18 days per year to UK Space Agency business, including attending UK Space Agency events and acting as advocates for the UK Space Agency, promoting the value of space to support economic growth, scientific knowledge and the safe utilisation of space through effective regulation.</p> <p>In accordance with public appointments, members will be expected to adhere to the spirit of the Nolan Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; and Leadership.</p> <p>The Steering Board will operate in an open and transparent manner. In the interest of transparency, details of serving members on the Steering Board will be provided on the UK Space Agency website.</p> <p>In the interest of continually improving performance and development individual Steering Board Members can expect to be part of the Departmental approach to performance management of boards.</p> <p>Appointment is initially for a three-year term and reappointment will be considered as part of the performance management process and Cabinet Office guidance at the time.</p> <p>UK Space Agency will act as the Secretariat to the Steering Board.</p>
<p>Person Specification</p>	<p>Steering Board Members Applicants need to demonstrate:</p> <p>Essential skills and experience:</p> <ul style="list-style-type: none"> • Achievement at the highest level in your field, including leadership experience in a successful organisation; • Experience in Space Sector, Science, Technology, Engineering, innovation or downstream applications, preferably on projects involving substantial public funding; • Experience of active participation on Boards or in high level meetings ; • Ability to provide strategic advice and challenge in corporate handling of Agency strategy and prioritisation against limited resources; • A high degree of integrity and impartiality; • Ability to absorb complex issues about scientific, business and

	<p>research and technological matters;</p> <ul style="list-style-type: none"> • Engage with a wide range of stakeholders at senior level, including Ministers and senior officials within Government; • Ability to hold an Executive Team to account in providing value for money; • Experience of making significant, multifaceted, longer term investment decisions and assessing and demonstrating return on investment <p>Desirable skills and experience:</p> <ul style="list-style-type: none"> • Commercial experience of complex private sector projects; • Legal and regulatory experience; • Economic analyses for large and complex projects and programmes
<p>Time Requirements</p>	<p>Part-time</p> <p>Attendance at regular meetings during the year is required. These will be held in Swindon, Harwell and London or in industry/research locations. Additional time will be required to review discussion papers and meet separately with relevant stakeholders where appropriate. Members will be expected to undertake any activity required to keep in touch with the Agency's business and priorities.</p>
<p>Remuneration</p>	<p>Steering Board Chair will receive an annual honorarium of £8,000.</p> <p>UK Space Agency will meet reasonable cost of travel and expenses for attendance at meetings. Full details will be included in the Letter of Appointment.</p>
<p>Additional Information</p>	<p>The Steering Board's role is to:</p> <ul style="list-style-type: none"> • Advise on external drivers, strategic direction and development of targets, within the framework of the UK Space Agency's objectives, BIS and wider Government objectives • Bring an external perspective to provide a strategic challenge on the business and corporate plans and review and endorse the annual report and accounts for submission by the Accounting Officer • Advise on and monitor performance including setting of targets and performance against them, as well as providing an independent assessment of the targets and the underlying processes • Advise on major business developments which imply a significant change in the Agency's role or activities and on its exposure to and management of risk • To advocate and advise in relation to the promotion and awareness of the work of the UK Space Agency with stakeholders and partners. • To act as critical friend to the CEO and Executive Board <p>The Chair must be able to attend meetings at short notice as necessary.</p> <p>Steering Board Members should possess a range of experience in areas that include: space sector, research, Whitehall, strategy formulation, corporate planning and performance.</p>

	<p>Recruitment</p> <p>The Steering Board chair will be recruited through fair and open competition, therefore applicants should expect to undertake a selection process that will identify their experience, skills and knowledge for the role, following the principles of public appointments. The ultimate responsibility for public appointments rests with Ministers. In discharging this responsibility Ministers and their Departments must observe three basic principles:</p> <ul style="list-style-type: none"> • Merit The overriding principle is selection on merit. This means providing Ministers with a choice of high quality candidates, drawn from a strong and diverse field, whose skills, experience and qualities have been judged to best meet the needs of the public body or statutory office in question. • Fairness Selection processes must be objective, impartial and applied consistently to all candidates. Each candidate must be assessed against the same published criteria. • Openness Information about the requirements of the post and the selection process must be publicly available. Public appointments must be advertised publicly in a way that is designed to attract a strong and diverse field of suitable candidates. <p>This position is subject to security clearance.</p> <p>Additional information:</p> <p>UK SA Corporate Plan 2014 to 2015 https://www.gov.uk/government/publications/uk-space-agency-corporate-plan-2014-to-2015</p> <p>UK SA Annual Report and Accounts 2013 to 2014 https://www.gov.uk/government/publications/uk-space-agency-annual-report-and-accounts-2013-to-2014</p>
Closing Date	
Interviews	Interviews are expected to be in Swindon or London.
How to apply	<p>The process will consist of three stages:</p> <ul style="list-style-type: none"> • Candidates are asked to submit a CV and a short covering letter setting out how they meet the person criteria; • A shortlist will be compiled from the list of candidates; and • Interviews with successful short-listed candidates will be conducted in Swindon / London <p>Please also supply the name and contact details of two referees with your</p>

	<p>application.</p> <p>Applications should be sent to ...</p> <p>If you have any questions about these opportunities please contact:</p> <ul style="list-style-type: none"> • Dr David Parker, Chief Executive, UK Space Agency, on 01793 418076 or david.parker@ukspaceagency.bis.gsi.gov.uk • Peter Finn, Chief Operating and Finance Officer, UK Space Agency, 01793 418091, peter.finn@ukspaceagency.bis.gsi.gov.uk
NHS appointment?	No
Regulated by OCPA?	No
Ministerial appointment?	Yes