

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract



Government
Legal Department

Lead Non-Executive Director and Chair of the GLD Board

Draft job description and specification

Job title: Lead Non-Executive Director and Chair of the GLD Board.

Location: Primarily London with the possibility of occasional travel to GLD's regional offices (Bristol, Leeds, Salford-Manchester).

Salary: TBC

Time commitment: The expected time commitment is approximately (TBC) days per annum. This includes any additional time that may be necessary to the lead on tasks requested by the Permanent Secretary related to the management of the Board.

Contract type/length of term: Initial appointment term of three years which may be extended by agreement. Maximum appointment term of six years.

Start date: By 30th November 2023.

About the Government Legal Department

The Government Legal Department (GLD) is the largest provider of legal services across government, working with all the main Whitehall Departments. We help the Government to govern well, within the rule of law and provide legal advice on matters that are frequently scrutinised in Parliament and the media, including:

- expert advisory, litigation, commercial and employment law services;
- drafting statutory instruments and other subordinate legislation;

- advice on the development of new legislation, preparing instructions for bills to be drafted by Parliamentary counsel and assisting in the handling of bills in Parliament; and
- advice on legal policy and practice.

The role

This is an exciting, varied role, which will require the successful candidate as a member of the GLD Board to:

- As Chair of the GLD Board, share responsibility with the Permanent Secretary for driving the high performance of the Board, setting out a clear vision for the leadership of GLD.
- Work with the Permanent Secretary and the Board to set and develop GLD's key objectives and targets and support the delivery of a portfolio of Departmental priorities.
- Provide the Executive members with an external perspective, guidance, and constructive challenge on key issues for the Department, including but not limited to the departmental Strategies, the Business Plan, its Principal Risks, its structure and the performance of the organisation.
- Connect the Board to ideas and proven methods of delivery from experience in the private sector and/or other organisations, sharing the different perspectives and approaches that could benefit GLD.
- Be responsible for setting the agenda for GLD Board meetings, in consultation with the Permanent Secretary.
- Supporting, advising, and providing constructive challenge to the Permanent Secretary, and holding the Executive Team to account for the accuracy, clarity and transparency of all management, delivery, performance and financial information and reporting submitted to the Board.
- Lead on tasks, as requested by the Permanent Secretary, related to the management of the Board (including Board Effectiveness Evaluations).
- Be responsible for ensuring the balanced composition of the GLD Board, including embedding Diversity and Inclusion.
- Be responsible for the performance management, development and objective setting for the other GLD NEDs.
- Represent the work and views of GLD to key external stakeholders (where applicable).
- Work with the Government Lead non-Executive Director to learn from the experiences of other departments and share this with the GLD Board. This

includes leading the Department's team of non-Executives ensuring that they are able to fulfil their roles effectively.

- Support the Law Officers as Ministers accountable to Parliament for the work of GLD.
- Reporting to the Cabinet Secretary on the leadership performance of the Permanent Secretary, including mid-year and end-of-year appraisals.
- Attend a minimum of three Board meetings, deputising to another non-Executive in the event of unavoidable absence.
- Follow the *Seven Principles of Public Life*, set out in the Committee on Standards in Public Life.

This list is not meant to be exhaustive.

The role specification

Essential criteria

- The candidate will have experience of being a Lead NED and/or Chair of a Board in a high performing and complex organisation with an especial focus on delivery.
- Be a visionary, willing to drive and champion delivery with the Permanent Secretary.
- The candidate will be a person of significant standing in their field who would have led at senior level in an organisation with a varied number of major change strategies that might include digital, business efficiency, commercial and people change projects undertaken. This includes experience of taking high level ideas and turning them into deliverable products and monitoring them to a successful outcome.
- The candidate should have a track-record of embedding Diversity and Inclusion.
- The candidate will have a strong understanding of governance, finance, risk management, internal control assurance and compliance.

Desirable criteria

- The candidate may be qualified as an active or non-active lawyer.
- The candidate may have experience had of a senior executive leadership position in either the public sector or private sector.
- An understanding of how government works, including any knowledge of Departmental Boards and the role of non-Executive Directors in government and/or the public sector.

Call-Off Schedule 20 (Call-Off Specification)
Call-Off Ref:
Crown Copyright 2018

The Department welcomes applicants from all backgrounds, particularly those with any protected characteristics, in order to create a diverse Board that is broad in skillset, knowledge, experience and resilience. [Note to the Board: HR may wish to hold the pen on this line].

How to apply:

[To be added by HR]

Non-Executive Director

Draft job description and specification

Job title: Non-Executive Director.

Location: Primarily London with the possibility of occasional travel to GLD's regional offices (Bristol, Leeds, Salford-Manchester).

Salary: TBC

Time commitment: The expected time commitment is approximately (TBC) days per annum. This includes attendance at the Board and Committees and reading papers in preparation for meetings. It also includes time spent conducting "deep dive" exercises into the services provided to client departments, facilitating events, leading or chairing reviews, etc.

Non-Executive Directors will also be expected to devote any additional time that may be necessary to the affairs of the committees, including undertaking a programme of activity to keep them in touch with the organisation's objectives and priorities.

Contract type/length of term: An initial appointment term of three years with the possibility of a second term of up to three years.

Start date: By 30th November 2023.

About the Government Legal Department

The Government Legal Department (GLD) is the largest provider of legal services across government, working with all the main Whitehall Departments. We help the

Government to govern well, within the rule of law and provide legal advice on matters that are frequently scrutinised in Parliament and the media, including:

- expert advisory, litigation, commercial and employment law services;
- drafting statutory instruments and other subordinate legislation;
- advice on the development of new legislation, preparing instructions for bills to be drafted by Parliamentary counsel and assisting in the handling of bills in Parliament; and
- advice on legal policy and practice.

The role:

This is an exciting, varied role, which will require the successful candidate as a member of the GLD Board to:

- Work with the Permanent Secretary and the Board to set and develop GLD's key objectives and targets and support the delivery of a portfolio of Departmental priorities.
- Provide the Executive members with an external perspective, guidance, and constructive challenge on key issues for the Department, including but not limited to the departmental Strategies, the Business Plan, its Principal Risks, its structure and the performance of the organisation.
- Connect the Board to ideas and proven methods of delivery from experience in the private sector and/or other organisations, sharing the different perspectives and approaches that could benefit GLD.
- Lead on any tasks or projects as requested by the Permanent Secretary and/or the Lead NED.
- Provide advice aimed at supporting the Department in its drive to render a resilient, responsive high quality legal service to meet the significant technological, political, policy and operational delivery challenges faced by government against a background of a changing legal market and fiscal constraints.
- Engender a culture that enables effective and constructive discussion at the Board and to set clear timebound actions as appropriate.
- Support and promote the delivery of GLD's strategic and operational priorities. Hold the Permanent Secretary and Executive Team to account for the accuracy, clarity and transparency of all management, delivery, performance and financial information and reporting submitted to the Board.
- Support the Permanent Secretary in their role as Accounting Officer and CEO of GLD.
- Attend a minimum of three Board meetings.

- Follow the *Seven Principles of Public Life*, set out in the Committee on Standards in Public Life.

This list is not meant to be exhaustive.

The successful candidate will also be a member of departmental governance committees and will provide an external perspective, guidance, and challenge to:

- The Audit and Risk Assurance Committee
- The Legal Quality and Innovation Committee
- The People Committee
- The Talent and Succession Committee
- The Senior Civil Service Pay Committee

Person specification

Essential criteria:

- Digital and technological awareness, and knowledge of its associated challenges and opportunities for more effective delivery of GLD's legal and corporate services.
- Experience of leading, or high-level participation, in digital transformation in a high performing organisation.
- Experience of operating at senior Board level, either in a public or private sector organisation, working successfully with Executives and non-Executives, to take forward the strategic direction of a complex organisation.
- Strong understanding of governance, finance, risk management, internal control assurance and compliance.
- A professional track record that demonstrates strategic leadership qualities that inspire confidence in your ability to work with others to guide GLD in its ambition.
- Politically astute, able to grasp relevant issues and understand relationships between interested parties. Support the Law Officers' role as Ministers accountable to Parliament for the work of the GLD.
- A track-record of embedding Diversity and Inclusion.

Desirable criteria:

- The ability to maximise key networks, whilst being an advocate to the organisation.
- Senior level experience of finance, audit, and risk management [ARAC].
- Senior level experience of Diversity, Wellbeing and strategic people matters [PC, T&S, SCS Pay].

Call-Off Schedule 20 (Call-Off Specification)

Call-Off Ref:

Crown Copyright 2018

- Senior level of experience of Legal Innovation [LQIC].

The Department welcomes applicants from all backgrounds, particularly those with any protected characteristics, in order to create a diverse Board that is broad in skillset, knowledge, experience and resilience. [Note to the Board: HR may wish to hold the pen on this line].

How to apply:

[To be added by HR]
