

Interview Agenda

Executive search agency for IUK Executive Chair recruitment

1. Logistics and arrangements

Date: Week commencing 18 February 2019

Time: Interviews will be held between 09:30 and 15:30

(invitations for interviews will be issued by 15 February 2019 to confirm exact timings, 48 hours' notice to be provided as a minimum)

Venue: BEIS offices, 1 Victoria Street, London, SW1H 0ET

(please report to the main Reception, not the Conference Centre)

Interviewers:

The evaluation panel for interviews will be made up of:

- Rebecca Endean, UKRI Director of Strategy (or nominated representative)
- John Arnott, UKRI Chief People Officer (or nominated representative)
- Graham Charsley, UKRI Head of People and Organisation Development (or nominated representative)
- Beth Sedgwick, BEIS Deputy Director, UKRI Sponsorship (or nominated representative)
- Leanne Pallott, BEIS Head of Public Appointments (or nominated representative)

Sir Mark Walport, UKRI Chief Executive, is also expected to attend the interviews as an observer.

There will also be a representative from UK SBS procurement in attendance.

Bidder attendees:

Up to three attendees are permitted for interview per bid. The project manager from the bidding organisation should be in attendance.

Interview format:

It is expected that interviews will last up to 45 minutes. Bidders will start with a 10 minute presentation providing an overview of their bid (see section 2). Following this the panel will ask a series of questions relating to the bid (see section 3).

Bid Evaluation:

As per the published Invitation to Quote, the interview counts for a maximum of 10% of each bidder's total score. Written bids count for the other 90%.

Bidders are only invited to interview following the detailed evaluation of all the other scoring criteria and after a process of due diligence has been completed.

All bidders will be invited to interview. If it is apparent, after the initial evaluations and due diligence, that it would not be possible for a bidder to be awarded the contract due to the

differential between supplier scores combined with the number of points available for the interview, then the bidder will be formally advised of this situation within their invite to interview.

2. Bidder Presentations

Bidders will be asked to give a 10-minute presentation on their proposal for delivering the objectives of the recruitment as specified in the Invitation to Quote. This should include but not be limited to:

- Their demonstrable understanding of the business and innovation sectors and relevant expertise of their proposed project team;
- Their perception of the key priorities and challenges in this recruitment campaign;
- Their proposed methodology for delivering both the required calibre and the required diversity of candidate pool;
- Their proposed timeline for the campaign and its risks and dependencies.

Slide presentation will be possible by linking to a screen from a lap-top, but please also bring paper copies for all evaluation panel members in case of technology issues on the day.

After the bidder presentation the panel will have an opportunity to ask questions relating to content of the presentation. This presentation and the questions around it will be as an introduction only. This will not be scored and will be for information only.

3. Outline of Interview Questions

Following this there is a series of set questions that all bidders will be asked, these are shown below.

- What are the key assumptions you've made in your bid, related to your ability to deliver the quality required within the budget and timeline?
- What will be your search and outreach priorities in order to find strong and suitable candidates for this role?
- Public sector pay constraints mean the remuneration package is unlikely to be a strong motivator for taking this role, so what will be your most persuasive arguments to attract appropriately high calibre candidates to apply from other sectors?
- If at the mid-point of the campaign your described methodology and approach hasn't delivered a sufficiently diverse pool of candidates, what will you do to address this shortfall?
- How will you manage your relationship with both UKRI and BEIS, given our respective roles and responsibilities for this recruitment?

The panel will be able to ask follow-up questions to the answers provided.

Please note that the interview counts for 10% of your total score.

Bidder questions:

Bidders will then have an opportunity to ask questions to the panel at the end of the interview. This part of the question and answer session shall be for information only and will not form part of the evaluation.