

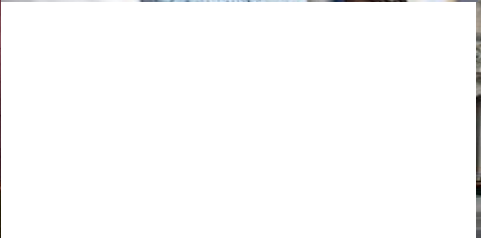
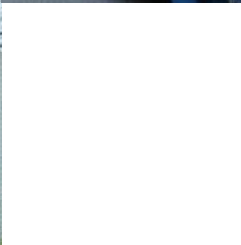
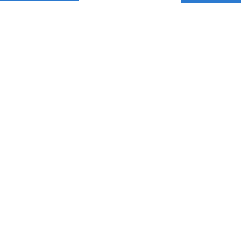
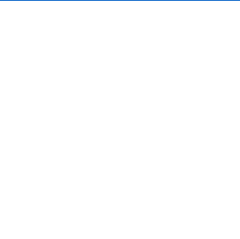
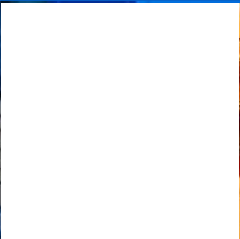
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FCDO Services

Non-Executive Director

Candidate Pack | March 2024



Our Organisation

FCDO Services is an Executive Agency and Trading Fund owned by the Foreign, Commonwealth and Development Office (FCDO). Our mission is to provide services which support the diplomacy, defence and development goals of the UK Government, particularly FCDO, and our global partners. We are a successful, commercially driven organisation that competes for business; our annual revenues are about £250m. Like all commercial organisations we need to strive for excellence not only in the services we provide but also by being accountable, streamlined and efficient

We have a developing customer base that includes the Ministry of Defence, the Home Office and some friendly foreign governments, and are also home to the UK's National Authority for Counter-Eavesdropping, the country's technical security experts in this field.

Our work is varied both in content and location – from building and maintaining embassies to hosting secure servers for government customers, and from providing logistics support to the UK Government's network of more than 250 diplomatic missions in 168 countries, to delivering highly secure radar and communications installations for the Ministry of Defence.

The organisation is unusual in its combination of commercial disciplines with a strong sense of mission in supporting our nation's interests all over the world. Security is at the heart of what we do.

Our Strategy

Our ambition

The organisation of choice for innovation in protecting the people, assets and data of the Government and its partners worldwide.

Our purpose

We provide trusted, secure and resilient services to support diplomacy, defence and development for the UK Government and our global partners.

Our vision

Sustaining secure, global capability for the UK and its partners.

Our Strategic Objectives

Security at the heart

Security is at the heart of our business, and is threaded through everything we do. Through our innovative products and services our operational delivery provides confidence to our customers that their operations are secure. Our security-cleared people have unique security skills and expertise and their work is supported by a modernised secure IT platform.

Ease of doing business

To offer the best customer experience, providing simpler, streamlined processes focused on delivering an efficient, transparent and collaborative service. A focus on continuous improvement to deliver transformative business benefits and efficiencies.

Provider of choice

To be the provider of choice for our key customers, primarily our owner the FCDO. Our focus is on secure digital and infrastructure solutions, and logistics. Through our capacity, capability and track record to deliver multi-year, repeatable programs we aim to instil confidence in our customers.

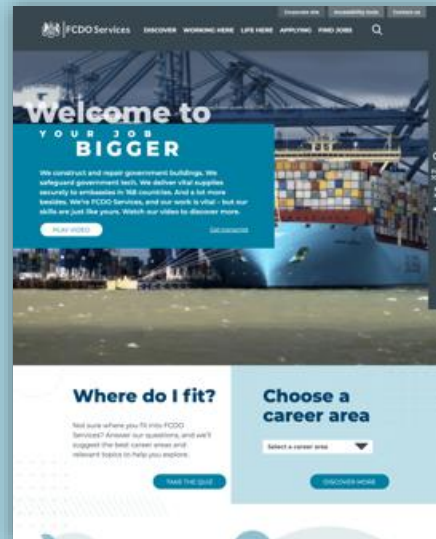
More Information

For more information about FCDO Services, please visit our corporate and careers websites

Visit our [corporate website](#)



Visit our [careers website](#)



Details of the FCDO Services board can be found at:
<https://www.fcdo.services.gov.uk/about/our-seniormanagement/fcdo-services-board>



View or download our most recent [Annual Report](#)

Person Specification

For these appointments FCDO Services are seeking:

- An understanding of the operation of Executive Agencies / Trading Funds and the workings of the public sector
- An understanding of the strategic challenges of operating in the provision of property services, logistics, security or technology markets in Government
- Possess a good appreciation of the role of a public sector non-executive director
- Previous Board experience
- Experience of working with Whitehall customers
- Commercial acumen and international business experience gained in the private sector at a senior leadership level
- Clearly demonstrate independence of judgement and an ability to communicate with impact to provide constructive support and challenge.
- Collaborative style of working
- Strong interpersonal skills, with the ability to build relationships internally and across the public and private sectors
- Skilled at mentoring and developing others

Person Specification

In addition, there are some specific skills for each role:

- **Specifically - Audit and Risk NED**
 - Strong financial background
 - Risk/Audit exposure
 - Strong analytical skills
 - Ability to absorb complex information
-
- **Specifically - Technology NED**
 - Strong Technology background
 - Experience in the application of new technology
 - Track record of programme delivery
 - Understanding of the challenges in Cyber
 - Bring current knowledge on developments in the tech space

Terms of Appointment

Time Commitment

Approximately 21 days each year

Term

4 Years

Security Clearance

Successful applicants will be expected to undergo and successfully obtain DV clearance

Remuneration

£17,000 per annum

Location

This role will require travel to both Hanslope Park, Milton Keynes and Central London

Recruitment Process

How to apply

Applicants should complete the online application form and attach a current CV. Your application should pay particular attention to outlining your interest in the role, the relevant experience that you could bring and how you meet the criteria as defined in the person specification

Please ensure you state which role you would prefer.

Failure to submit both a CV and an application will mean there will be limited information on which to assess your application against the criteria.

If you require a point of contact, then please email Melissa.Scott@fcdo.gov.uk in the first instance.



Closing date for applications is 2 April 2024

Reasonable Adjustments

We are committed to equality in the recruitment process. We would like to make your experience as positive and comfortable as possible. We believe that you are the best person to tell us what you need so please let us know of any reasonable adjustments we can make and any barriers that you face in the working environment.

If you would prefer to discuss your requirements in more detail, please contact: melissa.scott@fcdo.gov.uk in the first instance.

Recruitment Process

Shortlist

The panel will assess and score your application in order to select those demonstrating the best fit for the role by considering both the evidence you have provided against the criteria set out in the 'Person Specification' section and the detail within your CV. Failure to address any or all of these may affect your application.

If you are shortlisted, you will be asked to provide two references. Referees will not be contacted without a candidate's consent.

Shortlisted candidates will have the opportunity to speak with a business representative in FCDO Services prior to the formal interview to find out more about the opportunity and the organisation. This will not form part of the formal assessment process.

Shortlisted candidates will be asked to attend a panel interview (to include a presentation), in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

The Panel: Mike Astell, CEO, FCDO Services
Simon Gass, Chair, FCDO Services Board
HR Business Partner FCDO Services
If Panel members alter, those successful at sift will be notified of any changes at this stage.

Guaranteed Interviews

Disability Confident Scheme

FCDO Services participate in the Disability Confident Scheme (DCS).

Disabled applicants who meet the minimum selection criteria as set out in the person specification of the role are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

There may be exceptions made on reasons of time or resource for high-volume recruitment where the vacancy manager may decide to select the candidates who best meet the minimum criteria, rather than all of those who meet the minimum criteria.

Indicative Timetable

We will endeavour to offer flexibility, but it may not be possible to offer alternative dates for assessments or interviews. Please note that these dates may be subject to change and at this stage are indicative

Stage	Timescale
Applications close	2 April
Shortlisting	w/c 15 April
Assessments and Stakeholder discussions	w/c 22 April
Interviews	w/c 22 April and or w/c 29 April

Additional Information

Official Secrets Act

This role is covered by the Official Secrets Act.

Eligibility - Nationality and Security Clearance

This role is a reserved post and therefore applicants must be a British Citizen.

To be eligible for DV clearance applicants must have lived in the UK for at least five out of the past ten years, at least one of which must be for a period of 12 consecutive months unless you have served overseas with HM Forces or in another official capacity as a representative of His Majesty's Government or have lived overseas as a result of your parent's or partner's Government employment.

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of FCDO / FCDO Services. They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses / partners. The successful candidate will be required to give up any conflicting interests and their other business and financial interests may be published.

Complaints Procedure

If you feel your application has not been treated properly and you wish to make a complaint, you should contact melissa.scott@fcdo.gov.uk in the first instance.

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FCDO Services

For more information about us, visit:
fcdoservicescareers.co.uk

