

**Information Pack for Applicants**

**Defence Electronics and Components Agency (DECA)**

No**n**-Executive Director and Chair of Audit and Risk Assurance Committee

Closing date: 31 March 2021

Reference: 38782

please quote on all correspondence

**Contents**

[**About the Defence Electronics and Components Agency 3**](#_Toc61972273)

[**About the DECA Board 4**](#_Toc61972274)

[**About The Role 5**](#_Toc61972275)

[**Terms of Appointment 7**](#_Toc61972276)

[**Personal Specification 6**](#_Toc61972277)

[**Application Process 9**](#_Toc61972278)

[**Appendix a: the Seven Principles of Public Life 12**](#_Toc61972279)

****  
© Crown copyright\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About the Defence Electronics and Components Agency**

The Defence Electronics and Components Agency (DECA) was established on 1st April 2015 as an Executive Agency of the Ministry of Defence (MOD), providing through-life deployable, electronics and component maintenance, repair, overhaul, upgrade and procurement services for a diverse range of Defence equipment.

DECA’s enterprise value to the Department continues to be demonstrated through significant cost avoidance and savings (>£110M to date) to MOD programmes, expansion of DECA support and services across all Defence domains and development of projects to support wider UK Prosperity including assignment as the ‘global’ hub for F-35 avionic component maintenance, repair, overhaul and upgrade.

As a result, the Agency has demonstrated its unique ability in providing competitively priced services into the Defence marketplace and has begun to evolve from a business providing assured services for largely legacy MOD equipment, to a business that continues to focus on assuring delivery of these services whilst also developing more holistic, global, support solutions and managed services with MOD and industry.

DECA’s successful growth of its strategic footprint across Defence domains and its ability to develop strategic relationships with industry such as within the Lockheed Martin Prosperity Framework and work with partners BAE Systems and Northrop Grumman within the innovative Joint Venture (Sealand Support Services Limited) are demonstrating the Agency’s value across a much wider portfolio.

DECA employs approximately 435 civilian personnel, located across its Head Office and main site at Sealand, Flintshire; its key satellite site at Stafford; and specialist personnel collocated with MOD Customers at various MOD sites across the UK.

**About the DECA Board**



The Board is led by an independent Non-Executive Chairman, supported and advised by a Departmental Non-Executive Director, appointed by the Owner, and two independent Non-Executive Directors. Together, they provide support and challenge to the Chief Executive, who is DECA’s Accounting Officer and accountable to Parliament for the performance of the organisation. The role of the Board includes:

* DECA’s purpose and role, the policy and commercial constraints under which it operates and relevant good practice across the Government and private sectors;
* Establishing and taking forward DECA’s strategic aims and objectives;
* Supporting development and subsequent implementation of the DECA Corporate Plan;
* Determining DECA’s risk appetite and ensuring controls are in place to manage risks and threats and to address opportunities;
* Supporting the development and endorsement of DECA’s Annual Reports and Accounts.

****

© Crown copyright

**About The Role**

**Independent Non-Executive Director, Board Member & Chair of the Audit and Risk Committee (ARAC)**

**Chair of the Audit and Risk Assurance Committee (ARAC)**

The DECA ARAC is an advisory sub-committee that provides support to the DECA Board, and the DECA Chief Executive as Accounting Officer, in monitoring the organisation’s corporate governance and control systems.

The ARAC is responsible for reviewing and assessing the adequacy, reliability and integrity of controls within all key agency risk management and internal control processes and promoting the highest standards of propriety and accountability in DECA’s effective use of public funds.

The ARAC Chair is responsible for leading the ARAC and advising the DECA Board and the Chief Executive on the following:

* the strategic processes for risk, control and governance, and the Governance Statement;
* DECA’s accounting policies, the accounts, the financial statements and the Annual Report, including the process for review of the accounts prior to submission for audit, levels of error identified, and management letters of representation to the external auditors;
* the planned activity and results of both internal and external audit;
* adequacy of management response to issues identified by audit activity;
* assurances relating to the corporate governance requirements for DECA;
* anti-fraud policies, whistle-blowing processes, and arrangements for special investigations.

**Non-Executive Director of the DECA Board**

The role of Non-Executive Director of DECA is to provide challenge and bring independent judgement on issues such as strategy, corporate planning and business performance and to uphold high standards of governance. They will exercise this role through influence and advice, challenging and supporting the Executive. To ensure the right mix of skills and experience on the Board, an independent NED with finance skills and commercial and business knowledge is required.

Key responsibilities will include the following:

* to provide an independent perspective on the strategic direction of DECA;
* to encourage and support DECA’s drive for improvement as it goes through a significant period of change through objective, constructive challenge on and scrutiny of its performance;
* to share knowledge and expertise with both the Board and individual Executive Directors as appropriate;
* to build effective relationships with Board colleagues, internal and external stakeholders;
* to contribute to DECA’s other sub-Board Committees as appropriate

**Personal Specification**

We are seeking an accomplished, strategic leader to take on the key role of Non-Executive Chair of the ARAC. The Non-Executive Chair of the ARAC should have experience of governing small and/or medium organisations and a good appreciation of the principles and governance arrangements underpinning the public sector.

**Essential Criteria**

* **Risk and Audit:** Experience of assurance relating to the management of risks (including financial, operational themes such as business continuity and health & safety, transformation related) and experience of providing corporate governance requirements for organisations.
* **Delivering change:** experience of delivering or supporting business transformations and culture change in small and/or medium enterprises (in the public or private sector);
* **Stakeholder management:** excellent interpersonal skills and the ability to manage and develop relationships with a diverse range of stakeholders;
* **Experience of governance best practice:** able to offer a challenging but supportive contribution to the Board and to work effectively with other Board members, as well as experience of corporate governance frameworks in small and/or medium organisations; and
* **Decision making:** experience of deploying strong judgement, analysis and decision making skills to influence an organisation’s outcomes.

**Desirable Criteria**

Candidates should also be able to demonstrate skills and experience in one or more of the following areas:

1. Finance

* Evidence of strong financial management skills at a senior level in a commercial organisation;
* Thorough appreciation of the value of managing risk effectively, underpinned by experience of operational risk management at a senior management level;

1. Business Development

* Experience of growing a business or enterprise within the Defence Sector.
* Experience of embedding a strong business and commercial focus throughout the values of a small and/or medium organisation.

1. People and Organisational Development

* Evidence of strong people management skills, harnessing the strengths and talent of employees at all levels;
* Experience of leading a sub-committee of a Board.

Experience in the areas of customer focus and strategic leadership are relevant and desirable but not essential.

**Terms of Appointment**

This is a pubic appointment and not an offer of employment, such appointments are not normally subject to the provisions of employment law. The appointment will be on a fee earner basis and nothing in any agreement shall be construed as forming or intending to form a contract of employment between the NED and the MOD or DECA.

The appointed candidate will be expected to work for up to a maximum of 30 days per annum within this role, particularly in the first year to allow time for induction activities etc. The remuneration for this will be £15,000 per annum. Reasonable travel expenses, where meetings are held in locations other than DECA’s headquarters at Sealand, will be met, in accordance with DECA and MOD policies.

The appointment term will be three years. The appointment may be extended or renewed at the MOD’s discretion.

**Application Process**

Due to the security processes involved, we can only accept applications from UK citizens.

To apply, please submit a current CV, covering letter and copies of the following forms to [DBSCivPers-ResNONSTDAPPTS@mod.gov.uk](mailto:DBSCivPers-ResNONSTDAPPTS@mod.gov.uk)by 31 March 2021.

* Conflicts of Interest and Previous Conduct Form (which includes the requirement for details of two referees)
* Diversity and Inclusion Survey Form

Your CV and covering letter should include your employment history showing the more significant positions and responsibilities held and evidence the essential skills and experience identified for the post. Please ensure that you include up to date contact information.

Please note the Diversity and Inclusion Survey Form will help the MOD to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decision to assess whether equality of opportunity is being achieved. The information will be treated as confidential and used for statistical purposes only. The forms will not be treated as part of your application and will not be seen by anyone involved in the selection process.

In addition to your CV and covering letter, we will invite some candidates to interview.

The MOD reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries, please note that a successful candidate will need to undergo security vetting.

The provision of false or misleading information by a candidate who is appointed will be grounds for termination without notice.

**Equal opportunities**

The MOD is committed to equal opportunities for all. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the MOD’s objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities, and we will treat people fairly irrespective of their working arrangements. Whilst this role is an appointment and not an employment, we will treat all applications fairly and equally and would expect a successful appointee to uphold MOD’s values.

Under the Equality Act 2010 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Guaranteed Interview Scheme**

MOD operates a guaranteed interview scheme for disabled people, as defined in the Equality Act 2010, who meet the essential criteria for this appointment as outlined in the person specification. Applicants who wish to apply for consideration under the scheme are asked to state this in their letter of application. The selection panel, working to the standards required by the Civil Service Commission, will assess applications on merit and will employ open and transparent processes in determining candidates most suitable for this appointment.

**Conflicts of Interest**

If you or any partner has any actual or potential conflict of interest with the activities of DECA or the MOD more widely, this should be declared clearly in the application. Given the nature of public appointments, it is important that those appointed as members of public bodies / Committees 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 our attention and provide details of the issue(s) in the Conflicts of Interest and Previous Conduct Form. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

**Data Protection**

We take our responsibilities under the General Data Protection Regulation and Data Protection Act 2018 seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The Diversity and Inclusion Survey Form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal data relating to your application will be destroyed after 12 months. If you are successful, data will be held by central HR in the Department.



© Crown copyright

**Appendix a: the Seven Principles of Public Life**

The candidate is expected to adhere and understand the standards of probity required of public appointees outlined below in the “Steven Principles of Public Life” drawn up by the Committee of Standards in Public Life.

**Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising, in order to protect the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.