



Position Specification

AWE plc
Chair

2024

AWE plc

Together, delivering solutions for a safe and secure future.

For the past 70 years, the Atomic Weapons Establishment (AWE plc) has played a crucial role in nuclear defence, providing the warheads for the UK's nuclear deterrent. The role of the UK's nuclear warheads and the Continuous at Sea Deterrent is to deter the most extreme threats our nation might face, not just now, but that might emerge in the decades to come.

In 2020, the Government announced the replacement warhead programme in Parliament, reaffirming its commitment to maintaining the United Kingdom's minimum credible independent nuclear deterrent. This new programme is accelerating the transformation activity at AWE and requires an extensive and complex infrastructure build agenda, likely one of Europe's largest over the next decade. Our main site is on the former RAF Aldermaston, with major facilities at Burghfield, Blacknest, Alverstoke and RNAD Coulport. A team of world-renowned scientists, engineers and specialists undertake critical work, providing and maintaining warheads for Royal Navy submarines – everything from design and manufacture to in-service support and decommissioning. With unique nuclear skills and expertise, the business is also able to provide intelligence and support to the UK Government by developing innovative solutions to combat nuclear threat, terrorism and nuclear proliferation.

Today, AWE is recognised as a centre of scientific, engineering and technological excellence, equipped with some of the most advanced research, design and production facilities in the world. AWE plc was until 2021 owned by a private-sector consortium. From July 2021, AWE became an 'arms-length body' wholly owned by the MOD.

What we do is unique and so are the people who work here. We are a team of around 6,500 people, proud to be part of such an important mission and proud of our responsibilities to the [Ministry of Defence](#). We have some of the best in the business and the skills of AWE people are considered a national asset. We work tirelessly to ensure we attract, motivate, develop and retain the best talent and equip our people with the right skills for the future and we were once again named as one of the top 25 [Best Big Companies](#) to work for in the Sunday Times Best Companies Awards in 2023.

The Board

The AWE plc Board comprises a collection of industry experts that together support delivery of the AWE mission. [The Board](#) is responsible for setting the strategy of the business and providing oversight of, and constructive challenge to, the Chief Executive Officer and the Executive Committee, to whom it delegates the day-to-day running of AWE's business and operations. The Board currently comprises of the Chair, six independent Non-Executive Directors (NEDs), one NED appointed by the MOD as a shareholder, and three executive directors.

In March 2024, AWE appointed Nick Elliott CB MBE, as its new Chief Executive Officer. Leading an established management team at AWE, Nick brings experience of the defence, engineering and infrastructure domains, having previously been Commercial Director and Deputy Chief Executive of Defence Equipment & Support, and a Non-Executive director of the Boards of the Submarine Delivery Agency and the Nuclear Decommissioning Authority.

More information about the board and its role in the overall governance of AWE can be found in the [AWE Framework Document](#).

The Role

As part of its commitment to good corporate governance and sustainable business leadership, the AWE Board is planning for succession to the incumbent chair, Sir John Manzoni. It is expected that he will retire from the AWE Board in late 2024. The role of the Chair of AWE is a vital to the successful delivery of the strategic objectives for the organisation: providing effective leadership and direction to the AWE Board; shaping the organisation's strategy; and providing robust challenge and support to the Executive Team. The Chair will also build effective relationships with stakeholders and represent AWE externally and is directly responsible and accountable to the Secretary of State.

Appointed by the Secretary of State for Defence, the Chair will lead AWE to deliver and maintain a safe and secure Nuclear Warhead stockpile, supporting the strategic relationships that sustain the UK as a Nuclear Weapons State, and providing wider support to the UK's security priorities and scientific interests.

Candidate Profile

Essential criteria

- Significant experience at Board level as a Chair or Non-Executive Director with a record of supporting, challenging, and holding to account a strong executive team.
- Experience of working in defence, engineering, manufacturing, infrastructure or the nuclear enterprise, or a similar or related environment, with the ability to provide Board level oversight of risk identification and management.
- The ability to think strategically, set clear direction and effectively command the confidence of a range of audiences.
- Excellent inter-personal and communication skills, including experience of building networks, managing complex relationships and effectively influencing senior stakeholders.
- The ability to lead a complex, commercial public sector asset with the credibility to interface with regulators and government.

Desirable criteria

- Experience of working with the public sector.
- Change oriented, with a track record of supporting complex transformation within organisations, including operational, organisational and cultural change.
- Experience of developing and implementing long-term strategies within delivery organisations.
- Experience of delivering large, complex multi-year programmes, particularly infrastructure in a highly regulated, safety-critical, environment.
- Experience of supporting organisations to develop a high quality, high performing, diverse and inclusive workforce at all levels of the organisation.

Terms of Appointment

Time Commitment

- The expected time commitment is c. 2.5 days per week /approx.130 days p.a.

Remuneration

- Remuneration will be £150,000 p.a.

Appointment and Tenure of office

- The successful candidate will be appointed for a fixed term of three years. The Chair may be reappointed for a further term. Any extension or renewal will be subject to satisfactory performance appraisals and approval from the Secretary of State of Defence.
- The appointment is not pensionable.

Location

- The Board meets quarterly, generally in London or Aldermaston.

Eligibility

- This post is reserved for UK Nationals only.
- The successful candidate must hold or be willing to obtain security clearance to Developed Vetting clearance level. Further information is available [here](#).
- Candidates will be subject to the standards expected in a public role. Please review the Seven Principles of Public Life (Nolan Principles), available in Appendix I.
- Candidates must also note the requirement to declare any interests that they have that might cause questions to be raised about their approach to the business of AWE plc, including any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. Please review the Further Information section below for more detail. You will be invited to declare any potential conflicts of interests on the Diversity Information Form when you submit your application.

Recruitment Process

AWE has appointed Russell Reynolds Associates to support this recruitment.

The Selection Panel for this role will assess applications on merit in determining the candidates considered most suitable for this appointment.

The Selection Panel will comprise:

- Madelaine McTernan CB, Chief of Defence Nuclear, Ministry of Defence (Panel Chair)
- Henry Lloyd, Director, UK Government Investments and Shareholder NED, AWE
- Dr Rebecca Weston, Managing Director Warhead, Ministry of Defence
- Sir Stephen Lovegrove GCMG KCB, Independent Panel Member

The panel will assess the applications to select those demonstrating the best fit with the role by considering the evidence you have provided against the Essential Criteria in the Candidate Profile section. Failure to address any or all of these may affect your application. The Panel will identify a subset of candidates who best match the criteria for an initial interview with Russell Reynolds Associates to further explore their skills and experience with reference to all the criteria in the person specification.

Following sifting, selected candidates will be invited to participate in additional engagement activity ahead of panel interviews, which may include meeting with members of the AWE Board's Nominations Committee. The Selection Panel will identify which candidates are appointable before a final decision on who to appoint is made by the Secretary of State for Defence.

AWE reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries.

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

Indicative timetable (subject to change)

Closing date for applications	23:00 on 18 th June 2024
<i>Sift Meeting (Appointment Panel only)</i>	24 th June
Preliminary interviews with RRA	w/c 24 th June & 1 st July
<i>Stakeholder meetings</i>	w/c 24 th June - 15 th July
Panel Interviews	11 th July and 15 th - 18 th July

Dates may be subject to change due to the General Election.

If you need further information about this role, please contact responses@russellreynolds.com.

How to apply

Please submit materials by email to responses@russellreynolds.com. The closing date for applications is 23:00 on **Tuesday 18th June 2024**.

Your submission should include:

- The reference number **P2310-165L** and role title in the subject line of your email.
- Your current CV with educational and professional qualifications and full employment history, explaining any gaps in your employment history, giving details where applicable, of budgets and numbers of people managed, highlighting relevant achievements in recent posts.
- The names of two referees who may be contacted at short-list stage, i.e. before the final interview, describing in what capacity and over what period of time they have known you. Referees will not be contacted without your consent.
- Notification of any dates you are unable to accommodate within the indicative timetable set out above.

In addition, your application must include the following completed documentation:

- **Diversity Information Form.** Please complete the electronic form here: [Diversity Information Form](#).
 - We are committed to recruiting public appointees that reflect the diverse communities we serve. The diversity information you provide will help support monitoring our recruitment processes to ensure they are fair to all and allow us to attract diverse and talented candidates. The diversity data in this section is collated anonymously and will not be disclosed to anyone involved in assessing your application.
 - If you wish to be considered under the Disability Confident scheme, please indicate where specified on the Diversity Information Form above. (*For more details, please see below*)).
 - You will also be invited to declare any potential conflicts of interest on this form. This information may be made available to the panel and they may wish to explore issues with you, should you be invited to interview. (*For more details about what this may include, please see page 7*).

Should you need any adjustments to make the recruitment process more accessible to you, please notify the Russell Reynolds team when you submit your application.

Further Information

Diversity and Inclusion

AWE's ambition is to create workplaces where we recognise and celebrate differences, encourage diverse contributions and our employees feel able to be themselves at work. We are striving to create a genuine culture of openness and inclusion at AWE and encourage diverse applicants. We believe that talent is talent – no matter what a person's gender, ethnicity, sexual orientation, or social background. The nature of what we do does mean that there are certain requirements for anyone who comes to work for us.

Disability Confident Scheme

AWE plc is an accredited user of the Disability Confident symbol, which signifies organisations which have a positive attitude towards disabled applicants. All Disability Confident Employers will offer interviews to disabled candidates who meet the minimum requirements for a job or role. If you wish to apply for consideration under this scheme, please complete the declaration in the Diversity Information Form provided. It is not necessary to state the nature of your disability. Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you.

Conflicts of Interest and Due Diligence

Appointments to a public body require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared. It is important that those appointed as members of public bodies 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 the attention of the panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The panel may explore issues with you before they make a recommendation on the appointment.

Please note that due diligence searches will be undertaken on shortlisted candidates and references may be taken up prior to interview or prior to any advice being put to Ministers. As part of our due diligence checks, we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information and associated enquiries deemed relevant to the appointment. This information may be made available to the panel and they may wish to explore any issues with you, should you be invited to interview.

Personal Data

This process is being run in conjunction with UK Government Investments (UKGI). Candidates are asked to read the UKGI data privacy notice prior to applying to understand how your data will be treated by UKGI. Please find this available in Appendix II.

Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to Russell Reynolds Associates at responses@russellreynolds.com.

Appendix I: Nolan Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Appendix II: UKGI Privacy Notice

PRIVACY NOTICE FOR NON-EXECUTIVE DIRECTOR AND PUBLIC APPOINTMENT APPLICANTS

This notice sets out how UKGI will use your personal data for the purpose of this recruitment campaign and explains your rights under the General Data Protection Regulation. UKGI is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

1. Data Subject categories

As part of any recruitment process conducted on behalf of any Government Department or any Arm's Length Body (ALB) of any Government Department, UK Government Investments Ltd (UKGI) collects and processes personal data relating to individuals who apply for public appointments.

2. What categories of information does UKGI collect?

UKGI collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- date of birth;
- references;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which UKGI needs to make reasonable adjustments during the recruitment process (where applicable);
- information about your entitlement to work in the UK (where necessary); and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief and socio-economic data; and
- results from due diligence searches (including checks on social media and personal websites, potential conflicts of interests, media statements, political activities as well as checks to see if the individual appears on the disqualified director, bankruptcy and insolvency, removed trustees or financial services register)

This list of data categories is not exhaustive and may vary depending on the appointment you are applying for. UKGI collects this information in a variety of ways. For example, data might be contained in application forms and letters, CVs or resumes, obtained from your passport or other identity documents or those that give proof of address, or collected through interviews or other forms of assessment which may include online tests.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3. Why does UKGI process personal data and what is the legal basis for doing so?

UKGI may work with suitably selected partners to carry out certain activities for this application process. Where it is necessary to use third parties to do this, these third parties should contact you separately with regard to the way in which they will process your personal data for the purpose of the recruitment process.

These activities include, but are not limited to:

- processing your application;
- advising candidates of the outcome of their application;
- arranging interviews for successful candidates; and
- equality and diversity monitoring

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department.

UKGI may also keep your personal data on file in case there are future roles for which you may be suited. UKGI will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

4. Recipients of Personal Data

Personal data of applicants will only be made available to those in the appointments process and to the organisations listed below.

The organisations with whom this information will be shared will vary depending on the position being applied for. They include, but are not limited to, the following:

- The Office of the Commissioner for Public Appointments
- Cabinet Office
- relevant appointing Arm's Length Body and/or Sponsor Department
- HM Treasury
- Office of the Prime Minister

The legal bases for the sharing of this personal data with these relevant organisations are the same as those set out in section (3) above.

5. Protection of Personal Data

UKGI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and that it is not accessed except by our employees in the proper performance of their duties.

6. Retention of Personal Data

If your application is unsuccessful, UKGI will keep your personal data on file for 24 months to allow it to provide feedback on request and to defend itself against any legal challenge, as well as to allow it to evidence its fulfilment of its obligations to the relevant instructing Minister/Department. At the end of that period, your data will be deleted or destroyed. A small amount of basic information on the recruitment (candidate name, position applied for, year of application, outcome) will be retained for such time as is required to allow UKGI to properly provide full and comprehensive information to Ministers in respect of ministerial appointments or for [9] years, whichever is shorter.

If your application is successful, personal data gathered during the recruitment process will be shared with the relevant ALB which will retain this information during your appointment.

The periods for which your data will be held will be notified to you by the ALB in a new privacy notice. UKGI will also retain this information for the period of your appointment.

7. Your data protection rights

You have the right to request:

- information about how your personal data is processed and to request a copy of that personal data;
- that any inaccuracies in your personal data are rectified without delay; and
- that your personal data is erased if there is no longer a justification for it to be processed.

You also have the right:

- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted; and
- to object to the processing of your personal data where it is processed for directing marketing purposes.

8. To submit a Data Subject Access Request

To request access to personal data that UKGI holds about you, contact the UKGI Data Protection Officer:

Email: Privacy@ukgi.org.uk

9. Complaints

If you are dissatisfied with the handling of your personal data, you have the right to ask for an internal review. Internal review requests should be submitted to the UKGI Data Protection Officer.

Email: Privacy@ukgi.org.uk

If you still consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Any complaint to the Information Commissioner is without prejudice to your rights to seek redress in the courts.