



Foreign, Commonwealth
& Development Office

Position Specification

Foreign, Commonwealth & Development Office (FCDO)
Non-Executive Director

Foreign, Commonwealth & Development Office

The Foreign, Commonwealth & Development Office's enduring purpose is to lead the Government's diplomatic, development and consular work around the world. Our overall aim is to position the UK as a reasonable, reliable, and effective international actor and partner, investing in the global relationships we need for the long-term.

The Foreign Secretary has set out how we will achieve these aims, establishing a strong ethos of taking the long view with an approach to foreign policy that will endure for decades. We will act with agility to respond to evolving priorities and emerging risks, and prioritise and plan thoroughly for known and likely scenarios and events. This also means sweating our assets, by playing to our strengths and drawing on all the tools available to achieve UK objectives, including diplomatic, economic, development, defence and security, technology and cultural. We will use our time, energy, money and global network to generate influence on the world stage and continue to stand up for our world view: championing the democratic values we believe in, including the right to freedom, justice, the rule of law and the integrity of sovereign states.

We do so to deliver the vision for the UK's role in the world set out in the Integrated Review in 2021 and updated in the refresh published earlier in [2023 \(IR2023\)](#): to promote and protect the UK's core national interests of security, prosperity and sovereignty, while working to shape an open and stable international order. Further information on the FCDO is available via our website: [here](#)

The Board

The FCDO Supervisory Board (chaired by the Foreign Secretary) provides strategic direction, oversight, support and challenge, to encourage the long-term health, reputation and success of the FCDO. Membership comprises of the Non-Executive Directors, as well as the Ministerial Team, Permanent Under-Secretary and Director General of Finance and Corporate.

The FCDO's Management Board takes strategic choices for long-term departmental management where a cross-departmental view, impact or action is required. Non-Executive Directors have an open invitation to attend meetings and support specific pieces of departmental work. Both Boards operate according to these recognised principles of good corporate governance in business:

- leadership - communicate a clear vision for the department
- effectiveness - challenge and scrutinise performance
- accountability - promote the government's goal of transparency through clear and fair reporting
- sustainability - take a long-term view about what the department is trying to achieve

Further information on our governance and structure is available [here](#).

The Role

The FCDO is seeking to appoint a new Non-Executive Director. This person will be a significant contributor to both the operational and strategic leadership of the Department. Their primary objective is to bring independent advice, support and challenge to the Executive Team helping to shape the Department's work for Ministers, particularly in terms of delivery.

Key responsibilities:

- Contribute effectively to discussions on the leadership and performance of the business at FCDO Supervisory Board meetings, usually held at FCDO's headquarters in central London (Non-Executive Directors also have an open invitation to attend monthly meetings of the FCDO's Management Board and support specific pieces of departmental work).
- Support the Foreign Secretary to examine and challenge the operational delivery of policy proposals, major projects and programmes, strategic and organisational issues.
- Work with the Permanent Under-Secretary, Directors General and senior leaders to scrutinise the Department's management information, to ensure that performance and delivery of the Department's Outcome Delivery Plan and other key objectives are ambitious and achievable.
- Bring an independent perspective to the work of the FCDO Board, as well as providing independent scrutiny for the Department upon request.

Candidate Profile

Essential Criteria

- Proven leadership experience in complex organisations in the private, public or voluntary sectors;
- Strong communication skills, including an ability to offer challenge in a constructive, straightforward and open manner;
- An understanding of the wider environment in which the FCDO operates, including its current strategic and organisational challenges, as well as the wider challenges faced by the public sector;
- An engaging and collaborative working style which is challenging and constructive, including the ability to contribute and inspire confidence with a wide range of FCDO stakeholders, and;
- A strong desire to support the successful delivery of the FCDO foreign policy and development agendas and the Foreign Secretary's priorities.
- Expertise and insight on organisational HR and People strategies, evidencing strong experience of delivering and embedding strategic initiatives in a large-scale, diverse, international organisation.

Desirable Criteria

We are also looking for:

- Experience at board level as a non-executive or executive of an organisation.

Terms of Appointment

Time commitment

The expected time commitment is approximately 20 days per annum.

Remuneration

This role is remunerated at a rate of £15,000 per annum.

Appointment and Tenure of office

- Non-Executive Directors are appointed by the Foreign Secretary.
- Appointments will be for a period of three years, with the possibility of renewal for an additional term, subject to Ministerial approval.
- Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. If re-appointed, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years.
- It will be important that a NED's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared and will be discussed at interview, see further guidance below.

Travel

The FCDO Supervisory Board meetings are usually held at FCDO's headquarters in central London. There is the possibility of occasional overseas travel (typically short visits of three to five days) or travel to FCDO offices outside of London, in Milton Keynes or East Kilbride.

Conflicts of Interest and Due Diligence

Public Appointments 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. 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 further information on the standards expected in a public role, please review the Seven Principles of Public Life available [here](#).

The Selection and Recruitment Process

Russell Reynolds Associates (RRA) have been retained to support this appointment.

Advisory Assessment Panel:

The interview Panel will comprise:

- Sir Philip Barton OBE KCMG, Permanent Under-Secretary, FCDO
- Lead NED, FCDO. FCDO has recently run a recruitment for Lead NED, and anticipates that the successful candidate will be announced in time to join the panel for this next recruitment.
- Independent Panel Member

Candidates will be advised of all panel members in advance of the final interview.

Indicative Timetable

An indicative timeline is provided below but please note this may be subject to change.

Closing date for applications	12:00 on Monday 8th April 2024
<i>Longlist Review (Appointment Panel only)</i>	w/c 15 th April
Preliminary interviews with RRA	w/c 15 th April – w/c 6 th May
Final Panel Interviews	w/c 3 rd June

How to Apply

Please submit your full application by email to responses@russellreynolds.com. All applications will be acknowledged.

The closing date for applications is 12:00 on Monday 8th April 2024.

All applications must include the following:

- The **role title** and **reference number P2401-161L** in the subject heading of the application email.
- A **Curriculum Vitae** (maximum two sides of A4) with your education, professional qualifications and full employment history.
- A **Supporting Statement** (maximum two sides of A4) explaining your motivation for applying for this role. Provide evidence and outline how you consider your personal skills, qualities and experience are suitable with **particular reference to the criteria in the person specification**.
- A **Recruitment Monitoring form**: (comprising diversity monitoring questions, a declaration of significant political activity and a conflict of interest declaration). Please complete that [here](#).
- A **Disability Confident Declaration**, if applicable. Please note this in the recruitment monitoring form above.

Should you need any adjustments to make the recruitment process more accessible to you, please contact a member of the Russell Reynolds team at responses@russellreynolds.com.

If you require any further information about the process, please contact the Russell Reynolds team at the application email address above.