

The National Archives
Non-Executive Board Member

Candidate briefing pack

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Thank you for your interest in the Non-executive Board Member role at The National Archives.

The National Archives is many things to many different audiences.

For government we are the custodian of the public record and trusted experts in managing, preserving and using information. For the public we provide free access to more than 1,000 years of the nation's history, and connect people with the millions of stories contained in our collection. For the archives sector we give leadership and support, helping archives to build the skills and capacity needed to sustain the nation's archival heritage. For the academic community and others engaged in scholarly research, we offer opportunities for collaboration and partnership across a broad range of disciplines.

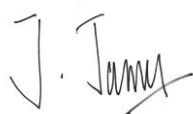
Archives Inspire, our strategic plan, sets out how we are thinking and organising ourselves differently to meet the needs of each of our major audiences, and to tackle our biggest strategic challenge – digital. We know that the funding climate will continue to be tough, but we also know that nothing is gained or achieved without ambition. We set ourselves five strategic goals. We will:

1. provide expert advice and scrutiny to government, making sure that the record survives and thrives
2. inspire the public with new ways of using and experiencing our collection
3. be an effective leader and partner for the archive sector, to sustain and develop the nation's collection
4. advance knowledge through exemplary academic liaison and outstanding interdisciplinary research
5. become a digital archive by design.

Archives Inspire is seeing us transform: as a partner across government and beyond; as a leader in cutting-edge research and as a place to visit and be inspired. To complete this transformation, we will need the advice, support and challenge of strong and capable Non-executive Board Members. Your outstanding personal and professional experience will inform the Board's strategic thinking. Your independent insight and unique perspective will challenge and support the Board's progress and effectiveness. Your willingness to adapt and work closely with others will enable us to shape and drive forward our vision.

There has never been a more exciting time to be part of The National Archives. If you have the experience, knowledge and skills to help us achieve our ambitions then we would be delighted to hear from you.

Yours,



Jeff James
Chief Executive and Keeper



Lesley Cowley
Lead Non-executive Board Member

Role and Person Specification

Non-Executive Board Member

Job purpose:

The National Archives' Board advises and supports the Chief Executive and Keeper as accounting officer, providing scrutiny and challenge for strategic decision making.

As a Non-executive Board Member you will work as part of the Board with the Lead Non executive Board Member, other Non-executive Board Members, the Chief Executive and Keeper and Executive Directors.

You may also, depending upon experience, be a member of the Audit and Risk Committee.

Role and responsibilities:

- Provide advice, guidance and challenge to the Chief Executive and Keeper and Executive Directors to support sound strategic and collective decision making at The National Archives.
- Support the delivery of The National Archives' vision and strategic priorities and contribute to developing and deciding long-term strategies.
- Use personal and professional skills, experience and judgement with integrity and independence to scrutinise the short and long-term performance of The National Archives.
- Provide constructive, independent challenge and support to the Board on the progress and implementation of the business plan.
- Be satisfied of the integrity of financial information and that the financial controls and systems and risk management are robust and defensible.
- Provide insight from the perspective of one or more of the following sectors: cultural, archival, heritage, government, commercial, digital and/or academic.

Person Specification:

Essential criteria:

- Uphold the highest ethical standards of integrity and honesty, and be able to demonstrate an understanding of, and commitment to, the value and importance of the Seven Principles of Public Life.
- Experience in a senior leadership role in a significant organisation or on a Board.
- Demonstrable knowledge, skills or experience relevant to The National Archives' strategic priorities.
- A creative negotiator and rounded individual who has the time, enthusiasm and willingness to engage with our vision and our people.
- Exceptional communication skills, high level of personal impact and the ability to provide constructive and independent challenge and support to the Board.
- Independence of judgment, the capacity to bring a fresh, external view to decision-making, and an outstanding track record of senior level career achievement.
- Demonstrable track record of building and sustaining relationships with key stakeholders including the ability to respond to and reconcile the differing needs of those stakeholders.
- Ability to analyse complex information, reach practical decisions and to think strategically.

- Sound knowledge and experience of good governance at senior levels in a large or complex organisation in either the private or public sector, and/or an understanding of working with government.

Essential information

Time commitment & terms of office

The time commitment may vary each month but will be approximately 26 days per annum (to include meetings and preparation time).

Duration

The successful applicant will be offered a two or three-year contract, with the possibility of extension for a further two or three years. Re-appointment is not automatic.

Review of the individual

There will be an annual appraisal of the Non-executive Board Members as part of the board effectiveness review.

Remuneration

All Non-executive Board members will receive £400 per day for the typical time commitment, which includes preparation time, of up to 20 days per annum; with potentially up to a further 6 days for; Nomination and Governance, Audit and Risk and/or Strategy meetings (including preparation).

Total maximum earnings are expected to be approximately £12,000 pa based on the commitments articulated above.

Conflicts of interest

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict, taking account of advice received from the Cabinet Office Propriety and Ethics team as appropriate.

Terms of Appointment

An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including security. If you are offered an appointment you will receive a detailed summary of your main terms and conditions.

Eligibility

To avoid possible disappointment at a later stage, we recommend that you check you are eligible before applying:

- Nationality - you must be a UK citizen, British protected person, a Commonwealth citizen, or a national of the European Economic Area (EEA), including nationals of the new member states.

Equal Opportunities

National Archives is an equal opportunities employer, committed to equal opportunities policies. We welcome people from all backgrounds so that our workforce mirrors the community we serve.

How to apply

If, after reading this information you decide to apply to join our Board as a Non-executive Board Member, then please send the following:

- a full up-to-date CV,
- a covering letter on no more than two sides of A4 clearly setting out, in line with the person specification, what you can bring to the role.

The closing date for your completed application is **Sunday 25 February 2018**

If you have any further questions then please contact Jane Craigie-Payne, Head of Human Resources & Organisational Development on 020 8392 5224.

Please apply by sending your CV and a covering letter detailing how you meet the criteria for this role to applications@nationalarchives.gsi.gov.uk

Should you require details of how to apply by post, please contact Jane Craigie-Payne, Head of Human Resources & Organisational Development on 020 8392 5224

Short listed candidates will be invited to attend a first stage interview on Friday 16 March 2018. Successful candidates will then be invited to attend a final stage interview during the week commencing 19 March 2018. All interviews will be held at The National Archives in Kew, Surrey.