

VEREDUS



UK COMMISSION FOR EMPLOYMENT AND SKILLS

APPOINTMENT OF CHIEF EXECUTIVE

April 2011

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Introduction from Charlie Mayfield, Chairman of the UK Commission for Employment and Skills

Dear Candidate

Thank you for your interest in becoming the Chief Executive of the UK Commission for Employment and Skills. The Commission is a social partnership made up of large and small employers, trade unions and representatives of the public and voluntary sector.

We have recently and successfully come through the Cabinet Office's Review of Public Bodies and are now looking forward to delivering our challenging and exciting new remit. Our remit will focus the Commission on changing employer behaviour towards skills and to maximise the use of skills in helping to drive enterprise, sustainable growth and job creation across the UK. A reformed UK Commission will also have a key role to play in reforming the UK sector skills landscape to deliver more efficient, better quality services and to establish a more integrated approach in supporting the needs of employers. As part of this, I am determined that the Commission will focus on outcomes and impact - that is the only justification for Commissioners' engagement and time.

We are now seeking to appoint an outstanding Chief Executive with a strong track record of strategic leadership. You will ideally bring experience of working collaboratively in a politically sensitive and complex stakeholder environment, with the credibility to operate across the four nations, and with business, the public and voluntary sectors. You will require exceptional influencing and listening skills, and will support our Commissioners to deliver our new remit through the social partnership model. As Chief Executive you will also lead our organisation through a period of significant change and development as we re-orient the organisation to focus on our strategic objectives from Government.

This role will give you the opportunity to play a high profile leadership role across the four nations, and to work closely with the Commissioners and the Executive Team to deliver lasting change across the UK skills landscape.

Further information about the role, including the key dates for the recruitment process, can be found on this website. Please also take the opportunity to explore our website at www.ukces.org.uk. Our advising consultants at Veredus would be delighted to discuss the role with you on a strictly confidential basis; their contact details can also be found on this website.

Yours faithfully

Charlie Mayfield

Chairman of the UK Commission and Chairman of the John Lewis Partnership

UK Commission for Employment and Skills – Role and responsibilities

The UK Commission is powerful and influential **social partnership** made up of large and small employers, trade unions leaders and representatives of the public and voluntary sector. As a strategic body, its remit is to support the skills, jobs and growth policies of the four home nations, helping achieve government's ambition to secure a sustainable recovery, increased competitiveness and a more balanced and fairer economy.

In the recently published Skills Strategy for England, BIS Ministers set out their commitment for the UK Commission for Employment and Skills to become a true vehicle for economic growth and social partnership, working with strong sector bodies, employers, trade unions and other partners to give inspirational leadership to business on skills: because better skills connect people to new jobs, drive business success and increase prosperity; and sectors and places need solutions to create vibrant and sustainable economies.

The formal remit is to raise employer ambition; develop employer commitment and initiatives for workforce skills and job creation; meet sector skills needs through a strong network of Sector Skills Councils (SSCs) and deliver the step change in skills that we need for the jobs of the future.

Work will focus on three strategic objectives:

- To provide outstanding labour market **intelligence** to create more transparent learning, labour and goods markets; informing, increasing and empowering learner choices; increasing the flexibility of providers to respond to changing needs; and encouraging employers to invest in economically valuable skills. For example, ensuring that the frameworks for occupational standards and **apprenticeships** are economically valuable and fit-for-purpose. The UK Commission has an international reputation for its technical expertise in this field and we will continue to work with partners to ensure such intelligence is effectively translated, communicated and utilised by market agents.
- To work with businesses to develop the best market solutions which leverage greater **investment** in skills to both increase and re-balance investment in skills between businesses, individuals and Government. For example, working with businesses to consider best use of Investors in People, Apprenticeships and High Performance Work Places. The UK Commission will work in partnership with a strong sectoral network that will play a central role identifying and delivering the “unique” best market solutions for their sector to secure increased jobs, productivity and competitiveness.
- Through Commissioner Leadership, maximising the **impact** of employment and skills policies and employer behaviour to support jobs and growth. Commissioners will provide insight into what works, what doesn't and what needs to be done to secure the internationally competitive skill base required for jobs and growth. Commissioners will provide world class leadership, tackle market failures and helping to secure greater value for money.

The UK Commission is also committed to promoting employer investment in people. In April 2010 the Commission became the champion and guardian of Investors in People, and continues to develop Investors in People's reach and impact amongst employers of all types and sizes, to strengthen its position at the heart of the UK's business and skills agenda. The Commission achieved the Investors in People standard in 2010. During 2011 we will be working towards achieving a higher level of accreditation - Bronze, Silver or Gold status.

As a Non Departmental Public Body, the UK Commission is accountable to the joint Secretaries of State for BIS and DWP, and to Ministers in HMT, DfE and the Devolved Administrations. The UK Commission for Employment and Skills

UK Commission receives annual funding from BIS in the region of £70 million. The UK Commission employs around 100 staff at its offices in London Victoria and Wath-on-Deerne.

The Chairman and Commissioners

Charlie Mayfield – Chairman

Charlie Mayfield was appointed the UK Commission Chairman in November 2010. Charlie became the John Lewis Partnership's fifth Chairman in March 2007. He joined the Partnership in 2000 as Head of Business Development, responsible for business strategy and development for both John Lewis and Waitrose. Charlie joined the Board as Development Director in 2001 and was responsible for developing the Partnership's online strategy. He became Managing Director of John Lewis in January 2005 prior to taking up his appointment as Chairman of the Partnership in March 2007. Charlie began his career as an officer in the army. He joined SmithKline Beecham in 1992 and became Marketing Manager for the Lucozade brand, before moving to McKinsey & Co in 1996, where he worked with consumer and retail organisations.

Our Commissioners

Our Commissioners are leaders in their fields who contribute their expertise and resources to the full range of UK Commission activities. The Commission is a Non Departmental Public Body and also a company limited by guarantee. The Commissioners are Directors of the Company. Commissioners are appointed by the Secretary of State and represent the interests of large, small and medium enterprise; the public, private and voluntary sectors. The Ministers of each of the Devolved Administrations of the United Kingdom are also entitled to appoint a Commissioner.

We are currently in the process of further strengthening the Commission by appointing up to eight new Commissioners via a public appointments process.

Our Commissioners are:

Brendan Barber, General Secretary of the TUC

Brendan joined the TUC in 1975, becoming Head of the Press Department in 1979 and the Industrial Relations Department in 1987 before being appointed Deputy General Secretary in 1993.

Chris Hyman CBE, Chief Executive, Serco Group PLC

In addition to this role, Chris formed Serco's first global division, and implemented the first global practices across the company. Chris is also Non-Executive Director of United Business Media plc, the Prince of Wales' Charity In Kind Direct, Habitat for Humanity and the Borneo Tropical Rainforest Foundation.

Dave Prentis, General Secretary, UNISON

Dave was UNISON's deputy general secretary from its formation in 1993 and drove through a strategic review of the union, aimed at delivering key reforms, to bring union services closer to the members.

Dr Bill McGinnis CBE, Northern Ireland Adviser on Employment and Skills

Bill McGinnis is Chairman of the McAvoy Group Limited (off-site building solutions). He is currently a Board member of Tourism Ireland, Chairman of Air Route Development Ltd and Non-executive Director of a number of public limited companies.

Grahame Smith, General Secretary, Scottish Trades Union Congress

Grahame was appointed as the STUC's Deputy General Secretary in 1996. In that role he headed the STUC's Policy and Campaigns Department and had specific responsibility for the STUC's work on lifelong learning and public services.

James Wates, Deputy Chairman, Wates Construction Limited

James joined Wates Construction as a management trainee, he took on the role of General Manager in 1989. Since then he has progressed through the company to be Deputy Chairman of the main Group Board. Outside the Group, he is involved with several industry bodies.

Jeremy Anderson CBE, Head of Financial Services for KPMG Europe LLP

Jeremy Anderson is Head of Financial Services for KPMG Europe LLP. He works extensively with global banks helping them to design and implement people, process and technology solutions as they deal with the challenges of a fast changing and expanding global market.

Julie A Kenny CBE, DL, Managing Director, Pyronix Limited of Rotherham, South Yorkshire

Julie is also a Board member of the Small Business Forum, Yorkshire Forward, Creative Sheffield and Vice-Chairman of the British Security Industry Association.

Larry Hirst CBE, former Chairman of IBM Europe, Middle East and Africa (EMEA)

Previously, Larry was General Manager for IBM's operations in the UK, Ireland, the Netherlands and South Africa. Larry is an Advisor on the Presidential International Advisory Council on Information Society and Development (PIAC) for South Africa.

Liz Sayce OBE, Chief Executive, Radar

Liz Sayce is Chief Executive of RADAR, the UK's leading pan-disability organisation. She is a member of the Disability Committee of the Equality and Human Rights Commission and a trustee of Stonewall.

Lord Victor Adebowale, Chief Executive of Turning Point

Victor joined Turning Point as Chief Executive in September 2001. Turning Point is the UK's leading social care organisation, providing services for people with complex needs.

Nigel Whitehead, Group Managing Director Programmes & Support, BAE Systems

Nigel was appointed Group Managing Director of Programmes and Support, one of four Global Operating Groups in BAE Systems, in 2008. In this role he has responsibility for UK Businesses including Surface Ships, Submarines, Security, Systems Integration and Military Aircraft.

Sir Adrian Webb, Chair of the Wales Employment & Skills Board

Sir Adrian was First Vice-Chancellor, University of Glamorgan from 1992 to 2005 and previous to that was Deputy Vice-Chancellor and Director of the Centre for Research in Social Policy, Loughborough University.

Valerie Todd, Director of Talent and Resources at Crossrail

Valerie has held a number of senior positions in local government. She is the founding President of the Women's Transportation Seminar (London), an organisation established in 2005 to be a voice for women in transport.

Willy Roe CBE, Chairman, Skills Development Scotland

Willy Roe CBE is Chairman of Skills Development Scotland, the Scottish Government's new agency serving employers, individuals and communities and acting as a catalyst for positive change in Scotland's skills performance.

Commissioners' Business Plan for 2011/12

This is a summary of our 2011/12 business plan – you can read or download the full plan at:

www.ukces.org.uk/about-ukces/about-the-uk-commission/business-plan-and-5-year-strategic-plan

Our **remit** is to raise UK skills to help drive enterprise, jobs and growth.

Our **strategic objectives** from Government for 2011/14 are to:

- Provide outstanding labour market **intelligence** which helps businesses and people make the best choices for them
- Work with businesses to develop the best market solutions which leverage greater **investment** in skills
- Maximise the **impact** of employment and skills policies and employer behaviour to support jobs and growth and secure an internationally competitive skills base

As a UK **social partnership** we will be open, collaborative, focussed and credible advocates.

Within this, our Commissioner **priority outcomes for 2011/12** are to:

1. Make and win the economic argument for greater investment in skills.
2. Enhance the value and accessibility of vocational training, especially apprenticeships.
3. Galvanise industries and sectors to improve the skills and productivity of their workforces.
4. Work with employers to maximise opportunities for unemployed and disadvantaged people.

To deliver these priorities our **key actions** are to:

- Distil and deploy evidence to reframe and refresh the debate
- Provide high quality and accessible Labour Market Information and Analysis
- Support compelling Commissioner messages
- Ensure fit-for-purpose occupational standards and frameworks
- Support preparation for work and competence in work for adults and young people
- Develop and communicate a compelling vision for sector leadership
- Develop Best Market Solutions through investment fund
- Reposition and promote Investors in People
- Create and communicate a clear evidence base on how to tackle the employment challenge
- Build sectoral and employer support to get the UK working
- Improve Information, Advice and Guidance

Supported by **Executive Objectives** of

- Refocus and reform
- Delivery and accountability
- Robust evidence base
- Partnership working

Working with Sector Skills Councils

Working with Sector Skills Councils

Government expects the reformed and refocused Commission to change the way it works: to move from having a top-down 'oversight and planning' role, to a strategic role, working with employers, trade unions and other public organisations with the aim of significantly raising employer ambition.

We therefore:

- Believe sector leadership is about creating the conditions for increased investment in skills and better utilisation of skills, which drive enterprise, create more and better jobs and economic growth
- Are looking for Sector Skills Councils to provide strong sector leadership, identifying and delivering skills challenges and solutions which support enterprise, jobs and growth
- Have set out with government a clear platform for Sector Skills Council transition with the UK Commission empowered to lead the change.

From this, the primary role of Commissioners is to invest in sector leadership that can raise skills levels and drive enterprise, jobs and growth – wherever it is strongest. This means moving away from the current equal shares core funding model (of SSCs) to an investment-based, contestable and differentiated approach, by 1 April 2012.

UK Commission expenditure budget

The table below shows our budget over the CSR period, as agreed with co-sponsors, along with the 2010/11 comparative:

	2010/11 £m	2011/12 £m	Indicative 2012/13 £m	Indicative 2013/14 £m	Indicative 2014/15 £m
UK Commission running costs	9.9	8.2	7.9	6.6	6.8
Cap Ex & depreciation	0.8	0.8	0.7	0.6	0.6
Programme delivery	64.9	65.5	75.9	72.9	69.9
Of which will be allocated to the following areas:					
UK Commission Programme Spending	10.5	7.2	7.2	7.2	7.2
Sector Programme funding*	54.4	48.1	43.7	40.7	37.7
Growth and Innovation Fund**	0.0	10.2	25.0	25.0	25.0
Total expenditure	75.6	74.5	84.5	80.1	77.3

*Includes £250k from Cabinet Office to support Skills Third Sector which is yet to be confirmed.

**Actual Growth and Innovation Fund budget allocation for 2011/12 will be confirmed later in the year. Total fund is £50m p.a., jointly managed with the Skills Funding Agency. Future years are indicative only.

Job description

Job Purpose

We are seeking an exceptional Chief Executive for the UK Commission to work closely with the Commission's Chair and other Commissioners to deliver the Commission's new remit that will focus on changing employer behaviour towards skills and to maximise the use of skills in helping to drive enterprise, job creation and growth across the UK. To enable the UK Commission to deliver this remit, the new Chief Executive will also lead transformational change within the organisation.

To do this the Chief Executive will need to:

- work closely with the Chairman and Commissioners to harness and take advantage of the inspirational and exemplary leadership Commissioners bring and to develop the social partnership approach;
- work collaboratively and productively, at the very highest level, in a politically sensitive and complex stakeholder environment across the four nations in the public, private, and voluntary sectors;
- provide strategic leadership and to develop and deliver high level strategy to the organisation; and
- be the Commission's Accounting Officer, accountable to the Commission and its sponsors, and responsible to Parliament, for the effective use and stewardship of the Commission's resources.

Person specification

The successful candidate will need to demonstrate:

1. an exceptional track record of strategic leadership and effective management in a complex and high profile organisation, including:
 - a. excellent people management and leadership skills and a record of building teams that deliver;
 - b. extensive experience of leading, managing and supporting staff through transformational organisational change;
 - c. strong experience of supporting a non-executive board, with the ability as Chief Executive to play an active supporting role to the board;
 - d. the ability to achieve consensus through influence and persuasion;
 - e. a track record of providing strategic vision and implementation, leading to operational delivery; and
 - f. the ability to secure high quality performance in financial and business management in the role of an Accounting Officer or similar function;
2. excellent communication, listening, interpersonal and relationship management skills;
3. the ability to influence and operate confidently and effectively at the very highest level in a politically sensitive and complex stakeholder environment across the public, private, and voluntary sectors and the ability to develop strong relationships with the four nations;
4. a good understanding of the impact of the UK employment and skills systems on employers;
5. experience of working productively within a Board Structure and a commitment to developing and exploiting the benefits of the social partnership model; and
6. a commitment to equal opportunity within the UK Commission as an organisation and across the employment and skills system.

Terms and conditions

Remuneration: Salary up to £142K dependent on skills and experience and in addition there may be a performance related bonus.

Pension: The successful candidate will be eligible to join the Civil Service Pension Scheme or may have up to an equivalent 25% employer contribution in to a pension of their choice.

Contract: The position will be offered on a three year contract with the potential to extend.

Annual leave: 30 days annual leave.

Base: London or Wath with UK travel.

How to apply

To apply for this position, please send a comprehensive CV plus a supporting statement which includes details of your current salary and benefit package, quoting the reference number 11839. **Please ensure that your application fully addresses the appointment criteria in the person specification.**

You should give the names, positions, organisations and telephone contact numbers of at least two referees, one of whom should be your current/most recent employer. We will not approach any referees without your prior consent.

You are invited to complete and return the enclosed monitoring information form. This will help our client to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application.

Finally please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the timetable.

Applications should be emailed to: paul.aristides@veredus.co.uk

Applications can be sent to:

Paul Aristides
Veredus Executive Resourcing
17 Rochester Row
London
SW1P 1RP

Alternatively applications can be faxed on 020 7932 4201. If you fax your application, please follow up with a clean application in the post.

Veredus will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Timetable

Closing date	6 May 2011
Preliminary interviews	w/c 9, 16 and 23 May 2011
Final panel interviews	22 June 2011

Recruitment process

Should you decide to make a formal application, your application will be acknowledged. You will hear from Veredus shortly after the longlist meeting on 9 May 2011 if you are being called forward for a preliminary interview. Those candidates not longlisted will be advised by letter.

Preliminary interviews will be carried out by Veredus. All longlisted candidates will be advised as to the outcome of this stage of the process by telephone, immediately after formal shortlisting on 7 June 2011. Shortlisted candidates may be required to undertake additional assessment prior to the final interview. Formal interviews with the Commission's Selection Panel, led by the UK Commission Chairman, will be held on 22 June 2011, with the preferred candidate/s then invited back for further discussion with the Chairman and Commissioners.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then contact our advising consultants at Veredus: Elliott Rae on 020 7932 4281, elliott.rae@veredus.co.uk or Paul Aristides on 020 7932 4240, paul.aristides@veredus.co.uk.

Advertisement

Chief Executive



London/South Yorkshire

The UK Commission for Employment and Skills is going through an exciting period of change. We are one of a small number of organisations that have successfully come through the Cabinet Office's Review of Public Bodies and are now looking forward to delivering our challenging new remit.

Working together as a social partnership, our Commissioners, who are drawn from large and small employers, trade unions and the voluntary sector, will take the lead in inspiring and influencing employers to invest in the skills that will drive enterprise, sustainable growth and job creation across the UK.

The UK Commission is focused on outcomes and impact and, as Chief Executive, you will work closely with the Chairman, Commissioners and partner organisations to make this happen. You will drive the internal transformational changes to support this.

Our remit extends across the four nations of the UK and, as a Non Departmental Public Body, we are accountable to the Secretaries of State for BIS and DWP and Ministers in HMT, DfE and the Devolved Administrations.

You will bring an exceptional track record of strategic leadership, with experience of working collaboratively in a politically sensitive and complex stakeholder environment. You will have proven influencing and listening skills, with the ability to be highly effective in supporting our Commissioners and exploiting the benefits of the social partnership model.

For more information, please visit www.workingatukces.co.uk
For an informal and confidential discussion, please speak to our advising consultants at Veredus, Elliott Rae on 020 7932 4281 or Paul Aristides on 020 7932 4240.

Closing date: 6 May 2011.

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UK COMMISSION FOR
EMPLOYMENT AND SKILLS

Equality and diversity monitoring form

The intention of monitoring and analysis is to establish if there are different success rates between genders, people of different sexual orientation, ages, different ethnic backgrounds or faiths, and people with disabilities. If there are differences in success rates it will enable action to be taken to ensure that no group is treated unfairly. Your answers will be treated confidentially and will not affect your application in any way.

Personal Details:

Title	Mr / Mrs / Miss / Ms / Dr / Other
Surname:	
First name:	
Age:	16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+ <input type="checkbox"/>
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Gender Identity (if appropriate)	If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? Transsexual <input type="checkbox"/> Transgender <input type="checkbox"/> Intersex <input type="checkbox"/>
Working Pattern:	Part time <input type="checkbox"/> Full time <input type="checkbox"/> Job Share <input type="checkbox"/> Other.....

Ethnic origin: Please tick against one of the following:

Asian or Asian British		Mixed	
Bangladeshi	<input type="checkbox"/>	Black and White Caribbean	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Black and White African	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Asian and White	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Please specify below if you wish.....		Please specify below if you wish.....	
.....		
Black or Black British		White	
African	<input type="checkbox"/>	British	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	English	<input type="checkbox"/>
Any other Black background		Irish	<input type="checkbox"/>
Please specify below if you wish.....		Scottish	<input type="checkbox"/>
.....		Welsh	<input type="checkbox"/>
		Any other White background	<input type="checkbox"/>
		Please specify below if you wish.....	
		
Chinese or Other ethnic group		Prefer not to say	
Chinese	<input type="checkbox"/>		<input type="checkbox"/>
Any other	<input type="checkbox"/>		
Please specify below if you wish.....			
.....			

Disability: Please tick against one of the following:

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. Conditions covered may include, for example, severe depression, dyslexia, diabetes, epilepsy and arthritis

Yes No Prefer not to say

Please describe the nature of your disability

This information is provided for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately.

Religion or belief: Please tick against one of the following

No religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Baha'i	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Please specify below if you wish.....	
Jain	<input type="checkbox"/>	
		Prefer not to say	<input type="checkbox"/>

Sexual Orientation: Please tick against one of the following

Bisexual	<input type="checkbox"/>	Gay Man/Homosexual	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Please indicate which media/journal you saw this position advertised in.....

Thank you for completing this form