



Science and
Technology
Facilities Council

Chief Operating Officer

Candidate Prospectus
January 2025



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About STFC

The Science and Technology Facilities Council (STFC) is one of Europe's largest multidisciplinary research organisations with a budget of over £700m per annum. We combine world-class facilities including the ISIS pulsed neutron and muon source and the Vulcan Petawatt Laser, with support for major high-profile international science activities, such as the UK's participation in CERN and the Diamond Light Source. We also operate important technology centres including the Hartree Centre, RAL Space and the National Satellite Test Facility, run by some of the world's most talented staff, operating at the frontiers of advanced science and technology.

With sites including the Rutherford Appleton Laboratory (RAL) at the Harwell campus in Oxfordshire, the Daresbury Laboratory at the Sci-Tech Daresbury campus in Cheshire, and the UK Astronomy Technology Centre in Edinburgh, which are developing communities of innovative businesses working within the research programmes, STFC is positioned to deliver advance scientific understanding and generate a remarkable variety of real-world benefits which shape societies and transform lives.

STFC is one of nine organisations that have been brought together to create UK Research and Innovation (UKRI); formed in 2018 to ensure the UK maintains its world-leading position in research and innovation.

About UKRI

UK Research and Innovation (UKRI) is the UK's largest public funder of research and innovation. We invest more than £8 billion annually to advance our understanding of society and the world around us and deliver benefits for society, the economy and the environment.

Our organisation comprises nine councils – the UK's innovation agency, Innovate UK, the seven disciplinary Research Councils and Research England, which is responsible for supporting research and knowledge exchange at higher education institutions in England. As a UK-wide organisation we work across the four UK nations and with the devolved funding bodies and governments to understand and support different priorities that span research and innovation in different parts of the UK.

Through our Councils and the critical national capabilities provided by our centres, units and institutes, we deliver, support and champion the creativity and vibrancy of research and innovation in the UK, for the benefit of society.

UKRI is a non-departmental public body sponsored by the Department for Business, Energy and Industrial Strategy (BEIS). Find out more in our new 5-year strategy, [Transforming Tomorrow Together](#).

About the role

The Chief Operating Officer for the Science and Technology Facilities Council is an executive role reporting into the STFC Executive Chair, where activities focus in these key areas:

- **Direct line responsibility** for a number of corporate functions that include, STFC estates, which covers 123 buildings and 180 acres over 5 locations, Business Continuity & Risk Management, Digital Infrastructure, Environmental Sustainability, Health and Safety, and Continuous Improvement. In addition, the
- **Business partner arrangements** with UKRI corporate functions that include; Finance; Human Resources; Legal; Procurement.
- **As a member of the Executive Team** supporting the STFC Executive Chair in the transformation of STFC in alignment to the UKRI strategy. To lead and support strategic planning and decision making; and to work on a number of collaborative activities that are incorporated within the enabling activities of the STFC Strategy Map, such as evaluation and improvement of corporate performance, estates planning, environmental strategy etc.



Key accountabilities

The role will have responsibility for:

- Direct management, including strategic planning and decision-making, of STFC's Support Services including Business Continuity & Risk Management, Digital Infrastructure, Environmental Sustainability, Estates, Health and Safety, and Continuous Improvement.
- The postholder has indirect responsibility for the Human Resources, Finance, Governance/legal, Assurance, Risk and Information (GARI) functions and procurement.
- Supporting the STFC Executive Chair in the transformation of STFC in alignment to the UKRI strategy.
- Ensuring STFC receives quality and timely support, information and advice from UKRI Corporate Services.
- Establishing procedures and processes to ensure the smooth functioning of STFC in terms of corporate governance and corporate management.

Corporate Responsibilities

- Take a visible leadership role as a key member of STFC Executive Board.
- Share corporate accountability for the delivery of STFC's Vision, Strategic Delivery Plan, oversee development of future strategy, policy and plans to optimise delivery of STFC's objectives, ensure effective corporate governance and meeting of our statutory obligations; and continuously improve STFC's overall performance.
- Act as a role model and champion for STFC's organisational values, equality, diversity and inclusion principles.
- Act as a senior ambassador for STFC at international, national and local levels
- Work in close collaboration with other Executive Directors to:
 - Provide strategic support to drive our people performance.
 - Strengthen strategic relationships including those with key universities and overseas facilities.
 - Maximise the exploitation and impact of our science for industry.
- Reflect and enable the vision and objectives of UK Research and Innovation
- Undertake project leadership or support and other bespoke ad-hoc activities as directed by the Executive Chair.

Continuous Improvement, Planning and Delivery

- Supporting the effective organisation design and delivery capability for STFC.
- Working collaboratively to identify and deliver simplification and harmonisation.
- Acting as the change agent for Corporate Services in support of continuous improvement across UKRI.
- Acting as the fulcrum for the STFC input to UKRI Corporate Services plans; ensuring that STFC requirements are reflected and that the STFC can deliver agreed outcomes.
- Inspiring, empowering and developing the STFC corporate services teams.

Finance and Commercial

- Working closely with the UKRI Corporate Services and STFC Finance Business Partners to ensure that STFC and UKRI have the necessary financial controls and reporting (reflecting Managing Public Money).
- Overseeing significant procurements in conjunction with the Corporate Services Procurement Business Partner.

Human Resources

- Working closely with the UKRI Corporate Services and STFC HR Business Partners to ensure STFC has the right people, in the right place, doing the right things, developing their skills and maximising their productivity in alignment with STFC and UKRI strategy.
- Leading on staff and Trade Union relations.

Governance, Assurance, Risk, Information, Legal

- Working closely with the UKRI Corporate Services and STFC GARI Business Partners to provide the Executive Chair and Council with appropriate governance structures, assurance as to the integrity of activities, that risks are identified and mitigated, that information is accurate and secure (reflecting GDPR).

Estates and Facilities Management

- Responsible for strategic direction and delivery of estates services and facilities management, ensuring fit for purpose build and maintenance of the estate and effective space management, and security.
- Supporting the Director of Estates in the master planning and infrastructure of the wider campuses, and representing STFC as the strategic lead in this regard.
- Managing corporate compliance and statutory liability.

Digital Infrastructure (DI)

- Responsible for the strategic direction and delivery of IT services to support STFC's mission and to ensure the organisation has adequate cyber security arrangements in place.
- Support the Director DI to ensure an appropriate governance structure is in place for the management and delivery of IT services into STFC.

Safety, Health and Environment (SHE)

- Responsible for the SHE function which will entail working closely with the UKRI Corporate Services and STFC Business Partners to provide a safe and healthy working environment for all staff, workers and visitors to all STFC sites.
- Working closely with the UKRI Corporate Services and STFC Business Partners to deliver STFC's environmental agenda.
- Ensuring effective systems and processes to support STFC Health and Safety Governance arrangements and promote strong union engagement.

Environmental Sustainability

- Support the Head of Environmental Sustainability to develop and implement STFC's Environmental Sustainability Improvement Plan including UKRI's longer term aim to achieve Net Zero by 2040.

Relationships

Given the changing landscape of UKRI, the postholder needs to ensure appropriate systems and processes are in place to support the enabling activities of STFC with a strong alignment of activities to UKRI. This requires a combination of line responsibility setting clear expectations for a number of STFC corporate functions and influencing individuals and teams at different levels of the Council and across UKRI. Building strong collegiate relationships with the STFC Executive Team and through the business partner arrangements are critical aspects of the role using influence, rather than line authority.



Your skills and experience

We understand that individuals might hesitate to submit an application if they don't meet each of the criteria. If you're enthusiastic about joining our organisation and possess a majority of the skills or experience, we encourage you to proceed with an application. We recognise that a variety of perspectives, backgrounds, and experiences enriches our work environment and therefore actively welcome applications from a diverse range of candidates.

Candidates will be assessed against the following criteria throughout the recruitment process:

Essential:

- You will be qualified to degree level in a business discipline or demonstrate significant equivalent experience.
- You will demonstrate significant experience of organisational change, leading a corporate services function at senior management level, with leadership knowledge of the range of disciplines involved, including experience of financial planning and analysis, and of delivering significant projects / major change at pace.
- You will be a motivational and inspirational leader with experience of successfully leading and developing high performing teams to deliver high-quality and resilient business-as-usual operations and to enhance service delivery.
- You will demonstrate a record of operating at strategic level, working collaboratively with partner organisations with a record of translating organisational vision and strategy into operational requirements.
- You will have experience of working with Boards at a senior level with diverse internal and external stakeholders, and evidence of building effective cross functional working relationships.

Desirable:

- Professional qualifications in financial management and / or project management are desirable, as is professional membership of a relevant business institution.
- You will demonstrate an appreciation of governance and risk management principles, and of complex HR issues, based on close management experience.
- Experience from the research and innovation sector and experience of the public sector are desirable.
- You will display first class communication, interpersonal, relationship building, collaboration, customer relations and influencing skills.

Terms of Appointment

Band: UKRI-Band X

Contract: Open-Ended

Salary: £91,943 - £99,500 (dependent on skills and experience)

Location: Rutherford Appleton Laboratory, Didcot

Additional information: This role will require regular travel within the UK and occasionally abroad

Timescales and selection

The selection process will likely consist of a panel interview, which may include a presentation. Interviews will be held in person in Harwell. It is anticipated there will be one-stage interview. Please note, dates and details are subject to change.

Process	Date
Closing date	20th January 2025
Shortlist panel meeting	3rd February 2025
Panel interviews	10th February 2025



How to apply

Please submit your application via the **Careers Portal by 23:59 on 20th January 2025.**

You will need to supply:

- A curriculum vitae (up to two pages).
- A supporting statement/ cover letter (up to two pages).

Your Statement of Suitability should provide specific information about why you believe you would be suitable for appointment for this role. Think about your knowledge, skills, experience, personal attributes, and vision for the organisation, and take full advantage of the space available. Use practical examples where possible and ensure you refer to which of the essential criteria your application is aligned to. Again, please aim for no more than 2 A4 pages.

Please note, failure to provide a supporting statement/cover letter or failure to address the above points may result in your application not being considered further.

You will only be assessed on the content of your CV and supporting statement, and not the 'experience' section of the application of Careers Portal.

To apply via the UKRI Careers Portal you will receive a notification confirming your profile has successfully been created (if you have not previously set up an account) and a second notification confirming your application for this role has been submitted. If you do not receive the second notification confirming your application for this role has been submitted or experience issues applying, please contact seniorrecruitment@ukri.org, so we can ensure your application has been received.



General information

Equality, Diversity and Inclusion

UKRI believes that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed within an ethical and trusted working environment that is attractive and accessible to everyone who is interested in developing their career with us.

We are committed to increasing the diversity of our board and executive positions and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We also value diversity of thought and experience and are committed to creating systems that value difference so that everyone can feel welcomed, included and nurtured throughout their time with us.

As a Disability Confident Leader, UKRI will offer interviews to disabled candidates who meet the published minimum requirements for a job or role. Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview.

We know actions speak louder than words. For further information, please visit the UKRI web page: [‘How we support EDI in the workforce’](#).

Pre-employment screening

To enable us to hire the very best people and to safeguard our people, our assets and our important role we will conduct a comprehensive pre-employment check on successful applicants as part of the recruitment process.

UKRI supports research in areas that include animal health, agriculture and food security, and bioscience for health which includes research on animals, genetic modification, and stem cell research. Whilst you may not have direct involvement in this type of research, you should consider how this aligns with your personal values or beliefs. Our pre-employment requirements include a security check and an extreme organisation’s affiliation check.

This role attracts a National Security Vetting clearance (SC), there are further eligibility requirements, for further details at: <https://www.gov.uk/government/organisations/united-kingdom-security-vetting>.

To meet national security vetting requirements, you will normally need to have been resident in the UK for at least 3 years for CTC, 5 years for SC and 10 years for DV prior to the date of application. All DV posts are required to be UK Nationals. UKRI reserves the right to run or re-run security clearance as required during the course of employment.

The role holder will be required to have the appropriate level of security screening/ vetting required for the role. UKRI reserves the right to run or re-run security clearance as required during the course of employment.

General information

Standards

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way.

Consistent with the Commissioner's Code of Practice, applicants will be assessed on merit, and all candidates will need to uphold the standards of the UKRI Code of Conduct and conduct set out in the Seven Principles of Public Life, which are:

Selflessness: Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

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

Objectivity: 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 a way that protects the public interest.

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

Complaints Procedure

If you feel you have reason to complain, you should direct your concerns in the first instance to the Senior Appointments team (SeniorRecruitment@ukri.org) who will make every effort to deal with this and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under UKRI Complaints Procedure.



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