



Engineering and
Physical Sciences
Research Council



Deputy Executive Chair

Candidate Prospectus
January 2025

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Candidate Prospectus
January 2025



Welcome

from Professor Charlotte Deane, EPSRC Executive Chair at UKRI

Dear candidate,

Thank you for your interest in the role of Deputy Executive Chair of the Engineering and Physical Sciences Research Council (EPSRC), one of the constituent councils within UK Research and Innovation (UKRI).

EPSRC is the UK's main public funding body for research across all areas of physical sciences, mathematics, computer science, engineering, and technology. As a council, we are committed to building a sustainable and vibrant capability in curiosity-driven research and infrastructure and catalysing the research and innovation that will have a positive impact on society and the wider economy.

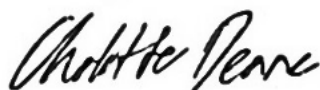
We are at an exciting time for the engineering and physical sciences as there is unprecedented interest in our research and innovation, from machine learning methodologies which touch practically every aspect of the economy and society, to quantum computing and advanced materials, to the growing understanding of the importance of EPS techniques for solving challenges from climate change to future pandemics.

The role of the EPSRC Deputy Executive Chair offers a unique opportunity to help lead this key national funding body and be part of the team across UKRI working to ensure the UK remains a world-leading place to carry out research and innovation.

In launching this recruitment campaign, we are committed to fair and open recruitment processes and actively encourage and hope to see applications from across the UK, and from a wide range of diverse backgrounds.

I trust you will find the information enclosed in this pack of interest and we look forward to receiving your application.

Best wishes,



Professor Charlotte Deane
Executive Chair, EPSRC

About EPSRC

The Engineering and Physical Sciences Research Council (EPSRC) is the main UK government agency for funding research and training in engineering and the physical sciences, investing over £1 billion a year in a broad range of subjects from mathematics to manufacturing, from AI to advanced materials, and information and communications technology (ICT) to structural engineering.

EPSRC's vision is to invest in world-leading research and skills to advance knowledge and deliver a sustainable, resilient and prosperous UK. Across our diverse portfolio we support new ideas and transformative technologies which are the foundations of innovations that improve economy, environment and society. Working in partnership across UKRI, government departments, and the wider research and innovation landscape, we want to:

- Future proof the STEM workforce for the productivity of UK plc by creating forward thinking investments in skills and people that create a competitive advantage for businesses and world-class R&I.
- Build a sustainable and vibrant National Capability in research and infrastructure for science-driven growth that underpins long term UK prosperity, national resilience and ensures international leadership across scientific and technological frontiers.
- Catalyse the research and innovation the UK needs in Critical Technologies and Net Zero to spur new inwards investment and business impact in high growth industries.

Further details about EPSRC be found via the following links:

<https://www.ukri.org/about-us/epsrc/> and <https://www.ukri.org/about-us/epsrc/how-we-are-governed/>

Our most recent EPSRC Strategic Delivery Plan was published on 02 September 2022, see:

<https://www.ukri.org/wp-content/uploads/2022/09/EPSRC-010922-StrategicDeliveryPlan2022.pdf>

About UKRI

UK Research and Innovation (UKRI) is an independent, non-departmental public body, which invests £8bn per annum in research and innovation. We bring together nine executive council partners (the seven Research Councils, plus Innovate UK, and Research England) with a shared vision to ensure the UK maintains its world-leading position in research and innovation. UKRI also provides coordinated strategic advice to the Secretary of State for Science, Innovation and Technology on the balance of funding between research disciplines.

We employ 8,000 staff who support some of the world's most exciting and challenging research projects. We develop and operate some of the most remarkable scientific facilities in the world and work collaboratively with industry, academia and government in exciting partnerships. We are pushing the frontiers of human knowledge through blue skies research and delivering benefits for UK society and the economy through world-class research and business-led innovation.

UKRI's most recent Corporate Plan, for 2022-25, can be found here: <https://www.ukri.org/wp-content/uploads/2022/08/UKRI-190822-CorporatePlan2022to2025.pdf>

Environment and Offices

UKRI has many locations across the UK and the world. Our head office is based in Swindon with two other main administration offices in London and Bristol.

The team is primarily located in the Swindon area. Whilst an ability to lead and build relationships at a distance is beneficial, this is also a role where visibility will be important, so travel to our offices and sites on a regular basis is expected.

We believe that the way we are structured and the flexibility of how to handle your work and that of your team makes us one of the more attractive employers for managing your work/life balance and caring responsibilities.

About the role

As Deputy Executive Chair of the Engineering and Physical Sciences Research Council (EPSRC) and a senior member of UKRI, you will use your in-depth understanding of EPS research and its potential to advance all areas of science to drive innovation in the research funding system, develop priority areas for future investment, and communicate this vision passionately to our key partners.

You will work closely with the EPSRC Executive Chair in driving and delivering EPSRC's vision and strategy nationally and internationally, working in collaboration with the Executive Chair and Executive Directors to provide leadership to EPSRC.

You, alongside leaders across EPSRC and UKRI, will play a pivotal role in strengthening EPSRC's position as the funder of world-leading research and innovation in EPS science in the UK, working with our science and engineering community to maintain and grow EPSRC's international presence and partnerships, and building EPSRC's commercialisation portfolio working with business and industry nationally and globally.

This role will have a specific focus on Talent and Skills, engaging with key stakeholders and advocating for the Engineering and Physical Sciences' needs to future-proof the STEM workforce in the UK.

Key accountabilities

The EPSRC Deputy Executive Chair will:

- Deputise for the Executive Chair at senior level UKRI boards and committees, at meetings with strategic partners (including senior leaders from Government, academia, and industry), and at engagement events with our scientific community.
- Provide strategic leadership on Talent and Skills by leading EPSRC's representation across relevant UKRI and Government, engaging with and influencing stakeholders at the most senior levels outside and across the organisation.
- Ensure EPSRC is well placed to contribute to designing and developing collective research, innovation and commercialisation approaches, working with Executive Chairs and relevant Directors from across UKRI, as well as key external partners.
- Help develop strategy and investment options as part of EPSRC's Executive Board for Government Spending Reviews, EPSRC's Strategic Delivery Plan and EPSRC's contributions to UKRI's Corporate Plan.

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- Act as an ambassador for EPSRC in the academic, business and industry communities, ensuring that EPSRC and its scientific community provide a strong, unified voice for EPS research, innovation and commercialisation in the UK and internationally.
 - Use their knowledge and experience of the UK research and innovation landscape to engage and influence relevant stakeholders at the most senior levels to build support and confidence in the EPSRC delivery plan, catalyse new ideas and communicate the strategic outputs.
 - Ensure EPSRC has effective connections with research, innovation and commercialisation ideas and plans across UK Government and devolved administrations.
 - Ensure EPSRC builds and communicates its impact and outcomes evidence to build trust, legitimacy and credibility with its communities and external stakeholders.
 - Be a member of EPSRC's Executive Board and Chair of EPSRC's Strategic Leadership Board, leading and inspiring EPSRC staff and colleagues.

The successful candidate will be expected to:

- Have responsibility for championing the EPSRC agenda and proactively implementing initiatives which secure the organisation's mission.
- Work at all times with integrity and to the highest professional standards, embracing the seven principles of public life drawn up by the Nolan Committee.
- Build co-operative team-based relationships with colleagues across and outside UKRI as required.

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 essential criteria throughout the recruitment process:

- A strong track record of achievement and established credibility in a senior role relevant to the engineering and physical Sciences. This can include, but is not limited to, roles from across academia, business or policy. (S)
- Substantial experience of working across the UK science funding landscape. (S&I)
- A deep understanding of Engineering and Physical Sciences and its applications relevant to EPSRC's mission. (S&I)
- Nuanced political understanding and the ability to respond to the wider political environment in which EPSRC operates. (S&I)
- A consistent track record of strategic planning and policy development with an ability to take a broad view across the EPSRC portfolio in formulating future strategy and priority areas for future investments. (S&I)
- An ability to work within a fast-moving environment, troubleshoot problems and resolve issues as they emerge, anticipating obstacles and staying ahead of emerging risks. (S&I)
- A proven strategic thinker with analytical skills and the ability to analyse and make sense of complex and potentially conflicting information to devise effective strategies to deliver desired outcomes and set priorities. (S&I)
- A passionate communicator able to listen, influence and collaborate across a wide variety of audiences including delivering communications about research and research funding as well as negotiating and building consensus at a senior level. (S&I)

(S) – Assessed at shortlisting

(I) – Assessed at interview

(S&I) – Assessed at both shortlisting and interview.

If you have any further questions on the role, please contact seniorrecruitment@ukri.org

Terms of Appointment

Band: SCS 1 / UKRI-Band X

Salary: £91,943 - £99,000

Hours: Full Time or Part Time (minimum 0.6 FTE)

Contract Type: Open Ended; secondees and transfers welcome, minimum duration 2 years

Location: Polaris House, Swindon

Additional information: Please note that whilst this role is based in Swindon, there will also be a significant amount of national travel required.

Timescales and selection

The selection process will consist of an interview, including a presentation (without slides). The interviews are scheduled to be held in person at our London Office and full details of what you will need to prepare for will be sent in advance. Please note that this timetable is indicative and dates are subject to change.

Process	Date
Closing date	Monday 10th March 2025
Shortlist panel meeting	w/c 17th March 2025
Panel interviews	Thursday 10th & Wednesday 16th April 2025

Benefits

We recognise and value our employees as individuals and aim to provide a favourable pay and rewards package! We are committed to supporting employees' development and promote a culture of continuous learning! A list of benefits below.

- An excellent defined benefit pension scheme
- 30 days' annual leave in addition to 10.5 public and privilege days (full time equivalent)
- Employee discounts and offers on retail and leisure activities.
- Employee assistance programme, providing confidential help and advice.
- Flexible working options

Please click [here](#) for more details on the [Benefits of working at UK Research and Innovation \(UKRI\)](#)

How to apply

Please click '[Apply](#)' to submit your application via the **Careers Portal by 23:59 on Monday 10th March 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.

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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