



Department  
for Environment  
Food & Rural Affairs



Animal &  
Plant Health  
Agency

# Animal and Plant Health Agency Non-Executive Director and Chair of the Audit and Risk Assurance Committee

**Closing date: 30 November 2022**



# Why Join APHA?

## Welcome Message from the Animal and Plant Health Agency Lead Non-Executive Director, Chris Nicholson:

Hi, I'm Chris Nicholson and I'm the Lead Non-Executive Director of the Animal and Plant Health Agency and Chair of the APHA Management Board.

APHA's Management Board helps to set the strategic direction of the agency, makes sure the agency meets its targets and manages risk and how we work and communicate with Defra. Now is a particularly important and exciting time to be joining the Agency as a Non-Executive Director as we are in a period of significant growth and challenge.

Three years ago, many people would not have heard of zoonotic disease (where animal disease jumps species to humans) but the global pandemic of Covid-19 has changed that awareness. The Animal and Plant Health Agency plays a central role in the escalating battle against animal and plant diseases - our experts (scientists, vets and frontline staff) deal every day with these challenges, and in regulating and promoting animal, plant and bee health and welfare.

Last winter, the Agency oversaw the national response to the worst outbreak of avian influenza the UK has ever experienced with this winter looking just as bad. The Agency is growing fast - our role in international trade continues to increase as a result of the UK leaving the EU. Policy in this area is extremely complex and requires expert advice and understanding.

We currently have just under 3000 employees spread across more than 60 sites in Great Britain. We have secured significant new investment in our main scientific campus at Weybridge in Surrey, which will equip our scientists with the facilities they need to place the UK at the forefront of global scientific endeavour in this arena. We are proud of the national and international reputation which APHA has for the quality of our science and our services to our customers.

Whilst strategy and policy on how we carry out our work is set for us by Defra and the devolved administrations in Scotland and Wales, as a Non-Executive Director you will have a critical role in advising on how we respond to current and future challenges, manage our risks, ensuring effective and efficient business and financial performance and good governance and controls in the Agency.

Thank you for your interest in the role and I hope you are as excited by the work of APHA as we are.



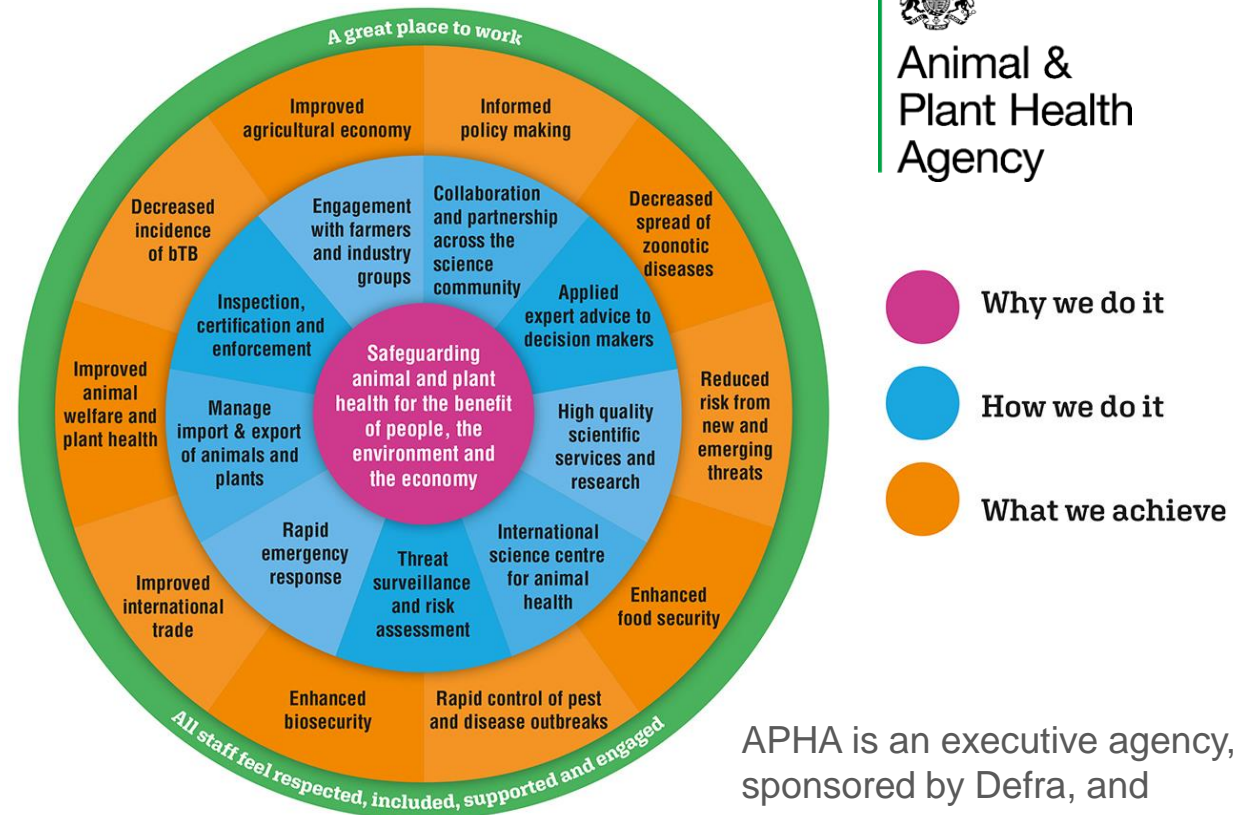
# About APHA

## We safeguard animal and plant health for the benefit of people, the environment and the economy.

Our headquarters is located in Weybridge, Surrey. We employ around 3000 staff, based at various sites across GB.

We are responsible for:

- identifying and controlling endemic and exotic diseases and pests in animals, plants and bees, and surveillance of new and emerging pests and diseases
- scientific research in areas such as bacterial, viral, prion and parasitic diseases and vaccines, and food safety; and act as an international reference laboratory for many farm animal diseases
- facilitating international trade in animals, products of animal origin, and plants
- protecting endangered wildlife through licensing and registration
- managing a programme of apiary (bee) inspections, diagnostics, research and development, and training and advice
- regulating the safe disposal of animal by-products to reduce the risk of potentially dangerous substances entering the food chain



APHA is an executive agency, sponsored by Defra, and works on behalf of The Scottish Government and Welsh Government.

# What we do

- Surveillance for new, emerging and re-emerging animal, plant and bee pests and diseases
- Identification and control of Notifiable pathogens (diseases and pests) in animals, plants and bees with the ultimate aim of eradication.
- Monitor compliance with animal welfare regulations and respond to reports of welfare problems
- Health certification for animal, plant and plant material exports, and inspection and testing of imports
- Regulate the safe disposal of animal by-products to help minimise the risk of potentially dangerous substances entering the food chain
- Regulate the marketing of eggs
- Oversee the GB Poultry Register
- Register and license the import of endangered animals and plants and products as part of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- Oversee the Pet Travel Certification, which allows pet dogs, cats and ferrets from certain countries to enter the UK without quarantine as long as they meet certain requirements.





# What we do

- Manage the National Listing of new plant and seed varieties, a pre-requisite for marketing a plant variety
- Administer the process for plant breeders' rights and seed certification
- GMO inspections
- Manage a programme of apiary (bee colony) inspections, diagnostics, research and development, training and advice
- Provide a national and international reference laboratory facility for a wide range of animal diseases
- Scientific research in areas such as food safety, vaccines and bacterial, viral, prion and parasitic animal diseases
- Laboratory tests for surveillance, international trade, research projects and commercial customers
- Provide a range of specialist scientific services for private sector customers





The role



# The role

We are seeking a Non-Executive Director to join the Management Board and act as Chair for our Audit and Risk Assurance Committee.

Like many public sector Boards, it is an advisory body to the APHA Accounting Officer and has no executive powers or responsibilities - its role is to challenge and support executives in delivering strategy, policy and customer objectives, and achieving value for money.

Critical to the effectiveness of the Board, is its ability to influence its stakeholders and to bring its collective wisdom to help to constantly improve the work and reputation of the Agency. The Board comprises five Non-Executive Directors, the APHA Chief Executive, all APHA Directors and the Governments' Chief Veterinary, Science and Plant Officers.

The Audit and Risk Assurance Committee (ARAC) is a committee of the agency Management Board. It is also an advisory body to the APHA Accounting Officer and has no executive powers or responsibilities.

The ARAC is established to support and advise on issues of risk, control, governance and assurance and other related matters, and to assist audit's role and status within the agency. The ARAC comprises three Non-Executive members. In addition, the CEO, one APHA Director, a representative of Defra's Finance and Performance Directorate, a representative from Defra's Internal Audit and an external auditor will attend.

APHA will provide the ARAC Chair with a secretariat function.



# The role you will be doing

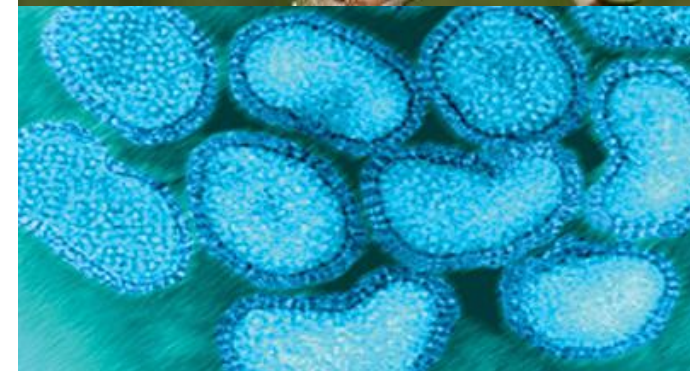
All our non-executives contribute to the Board's work and the achievement of its objectives through Board and committee meetings, and other tasks assigned by the Chair.

As a Non-Executive Board member, you will:

- provide advice about strategy and policy, and the delivery of customer objectives;
- ensure issues are explored from a range of viewpoints, promoting inclusion and engaging with stakeholders when necessary;
- review and provide advice about performance, respecting the principles of good governance, supporting and holding the executive to account without becoming involved in the running of the business;
- make well informed contributions to debate and discussion at Board meetings to aid collective decision-making;
- provide effective oversight of financial and risk management and governance;
- maintain high personal standards in relation to personal behaviour and uphold the Nolan principles of public life.

As Chair of the Audit and Risk Assurance Committee, you will:

- chair all ARAC meetings and maintain a high level of discussion and debate, helping steer the Agency by collective working;
- ensure an annual ARAC effectiveness review is performed. Compliance with the Corporate Governance Code, Code of Conduct for ARAC Members and rules relating to the use of public funds and conflicts of interest;
- contribute to the delivery of the Annual Report and Accounts and Business Plans;
- represent the agency at the Defra Audit and Risk Assurance Committee;
- communicate regularly with the other NEDs and senior officials.





# Vacancy Information

## Job Title and organisation

APHA Non-Executive Director and Chair of the Audit and Risk Assurance Committee

## Vacancy reference

APHA-NED-0123

## Location

APHA's Headquarters, Weybridge, Surrey  
(The APHA Management Board and Audit and Risk Assurance Committee meet as a combination of physical and virtual meetings)

We want to support your wellbeing by ensuring that flexible working is at the heart of our people offer. Our flexible working policies create an environment in which managers and employees are happy and comfortable talking about flexible working options. These include where you work, when you work and how you work. These discussions help to balance the freedom to choose with the responsibility to meet business needs.

## Remuneration

The salary for this post is £500 per day (fee based)

Approximately 20 days per year

Reasonable expenses payable

## Contract Type

Fixed-term

The appointment is for a fixed term of up to three years. Thereafter, whilst not automatic, an extension period of up to three years may be granted.

## Security Clearance

The security clearance for this role is Security Check (SC)



# Seven Principles of Public Life

**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 their 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:** In 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.



## Animal & Plant Health Agency

We are...  
building a  
greener future







## Selection Process

# Our Selection Process

It is essential that you provide evidence and proven examples in your application against each of the selection criteria.

We are looking for a candidate who will bring diversity of thought and a fresh perspective to the work of the Audit and Risk Assurance Committee, and who can demonstrate a passion for our work. You do not need to be an expert in animal and plant health, but someone who has already made a real difference as a non-executive or executive or who can demonstrate how they could do so, in their own field.

## Essential criteria:

- A formal Accounting Qualification with Audit and Risk Assurance Committee experience;
- A passion and enthusiasm for our work;
- An enquiring mind;
- An enthusiastic and engaging communication style with good interpersonal skills;
- A track record of personally influencing the development of strategy and organisational performance;
- A demonstrable commitment to equality, diversity and inclusion;
- Experience in getting things done in challenging circumstances and complex governance structures.





# The Application Process

## What you need to do to apply

All candidates are requested to send:

- A copy of your CV (no more than two sides of A4), with education, professional qualifications, employment history and details of 2 referees;
- A statement of suitability (of up to 1,000 words or no more than two sides of A4), outlining how you meet the essential criteria for this post and providing specific examples.;
- Monitoring Form 1 (Political Activity and Conflict of Interest Questionnaire);
- Monitoring Form 2 (Diversity Questionnaire).

Your completed application should be returned to Krista Rooney, APHA Non-Executive Support and Governance Manager by email to [APHA.Corporate\\_Centre@apha.gov.uk](mailto:APHA.Corporate_Centre@apha.gov.uk) by the closing date of 30 November 2022 quoting reference APHA-NED-0123.

## How we decide whom to invite for interview

Applications will be considered by the Lead Non-Executive Director of APHA, the APHA Chief Executive and two independent panel members.

Short-listing will determine which candidates best demonstrate that they have the specified qualities and experience, who will then be invited for interview. It is therefore essential for your application to include full but concise information/evidence relevant to the appointment based on the personal attributes and experience outlined above.

## Interview arrangements

Interviews are expected to take place in person at the APHA Headquarters in Weybridge and will last approximately 60 minutes. Further details about the format will be provided to you in advance.

References will be taken up prior to interview.

## Other information

Please let us know what adjustments we can put in place to help you through the recruitment process if you are disabled.

# Timeline

Please note that this timeline is indicative at this stage and could be subject to change. The anticipated timetable is as follows:

Application Closing Date	30 November 2022
Shortlisting Outcomes	December 2022
Interviews Conducted	December 2022 / January 2023
Interviews Outcomes	January / February 2023
Potential Start Date	February 2023

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process as it may not be possible to offer any alternative dates for assessments or interviews.



# Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.



Defra is committed to being an organisation in which fairness and inclusion are central to all our working relationships. At Defra we want you to have a respectful, welcoming and engaging working environment, free from discrimination regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, social background, trade union activity, caring responsibilities or working pattern. We encourage applications from neurodiverse people and believe it is only through having a mix of ideas and ways of thinking that we will be able to have a culture which produces high quality work.

We have many active staff networks including Age, Mental health, Cancer, Carers, Disability, EU nationals, Ethnic

Minority, Faith, Lesbian, Gay, Bisexual, Asexual and Transgender (LGBAT+), Social Mobility, Women and Worklife Balance. They are supported by senior champions and encouraged to take an active part in the development of our organisation.

We offer career development through a range of both internal and Civil Service wide talent schemes, mentoring, sponsorship and reverse mentoring. Our senior leaders talk authentically and with passion about what they are doing personally to support equality, diversity and inclusion. We promote and support a range of flexible working patterns to enable staff to balance home and work responsibilities, and we treat people fairly irrespective of their working arrangements. The inclusion of all of our employees is very important.

# Things you need to know

## Security Clearance

You will be required to have SC security clearance for this role, and this will need to be completed on appointment if you do not already have this in place. APHA will take this forward on your behalf if require. You can find out more about National Security Vetting at <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>

## Disability Confident Scheme for Disabled Persons

We are committed to making reasonable adjustments for Disability Confident Scheme applicants and will try to remove any barriers so you are not at a disadvantage during the selection/recruitment process/ interview / assessment including; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training. We are also committed to interviewing all applicants with a disability who meet the minimum criteria for the role applied for.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss the disability confident scheme in more detail please contact us in the first instance. If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact:

[defrarecruitment.grs@cabinetoffice.gov.uk](mailto:defrarecruitment.grs@cabinetoffice.gov.uk)

## Equal Opportunities

Defra values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In Defra you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.







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## Contact us

If you have any general queries  
or technical problems, please  
email

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