



# UK Collaborative on Development Research

Executive Director

Candidate Prospectus  
July 2021



## Contents

Contents .....	2
ABOUT UKCDR .....	3
OUR VISION & STRATEGY .....	3
OUR MOTIVATION .....	3
POSITION IN ORGANISATION .....	4
JOB DESCRIPTION AND PERSON SPECIFICATION .....	5
Key Objectives: .....	5
Key Accountabilities: .....	5
Budget Responsibility: .....	5
Management/Leadership: .....	5
Personal Competence: .....	6
Essential .....	6
Desirable .....	6
REMUNERATION .....	6
HOW TO APPLY .....	6
Potential or Actual Conflicts of Interest .....	8
Conflicts of Interest .....	8
Equal Opportunities Monitoring .....	9
The Seven Principles of Public Life .....	10
Strategic Coherence of ODA-funded Research (SCOR) Board Terms of Reference .....	11



## ABOUT UKCDR

UK Collaborative on Development Research (UKCDR) is a collaborative of government and research funders working in international development.

UKCDR exists to amplify the value and impact of research for global development by promoting coherence, collaboration and joint action among UK research funders.

Our core contributing members include:

- the Department for Business, Energy and Industrial Strategy (BEIS);
- the Foreign, Commonwealth & Development Office (FCDO);
- the Department of Health and Social Care (DHSC);
- UK Research and Innovation (UKRI);
- and Wellcome.

We are a neutral and impartial entity governed by the Strategic Coherence of ODA-funded Research (SCOR) Board. This includes UK Research & Innovation (UKRI) who provide funding and are working in partnership with UKCDR on the recruitment of the Executive Director.

## OUR VISION & STRATEGY

We believe in accelerating global development through the power of research and knowledge. For over a decade, we have brought UK research funders together to discuss priorities and coordinate efforts to garner maximum impact.

At the core of our 2018-2022 strategy is a principal commitment to data mapping, analysis and foresight, with our remaining activities built upon this strong foundation of knowledge and evidence. We have four integrated and overlapping aims:

- Mapping, analysis and foresight
- Convening for collaboration and joint action
- Sharing information, learning and best practice
- A collective voice to shape policy

UKCDR's current strategy ends in 2022. This year we will define a new strategy fit for the increasingly complex world we live in post-Brexit and hopefully post pandemic. This provides opportunities for UKCDR and SCOR to continue to drive collaboration and a more joined-up approach, whilst taking the lead on change and innovation in development.

## OUR MOTIVATION

It is a vital role and a critical time for international development research.

Development challenges are increasingly global, interconnected and complex, from climate change and infectious diseases to the impacts of conflict and food security

The UK has a key contribution to make if we are to achieve the United Nations Sustainable Development Goals (SDGs) set by world leaders in 2015. These are some of the most intellectually challenging issues the world faces and to tackle them we need to bring together international collaborations, world-class research and input across multiple disciplines

With development research funding now distributed across several government departments, and in light of considerable uncertainty around the future of the economy and



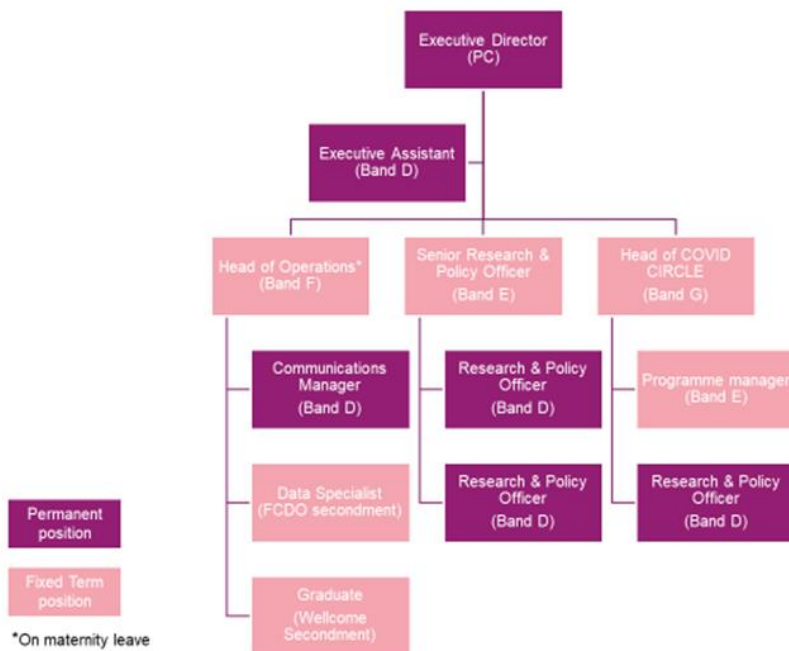
UK aid spending and research funding more specifically, it is more important than ever that research funding efforts are joined up and not duplicated.

The SCOR and UKCDR system allow the UK Government to be greater than the sum of its individual parts and is vital to ensure that ODA research funding is spent strategically and coherently to ensure that it maximises impact, provides value for taxpayer's money to help the poorest people in the world.

## POSITION IN ORGANISATION

Reporting to the Chair of the SCOR Board, the Executive Director is responsible for the successful delivery of the UKCDR vision and will work with the UKCDR Officials Group to deliver on this. The Executive Director will serve as the face of the organisation in public matters representing UKCDR to a range of national and international high-level stakeholders.

- The **SCOR Board** supports coherence across all government ODA-funded research programmes and those of Wellcome, adding value to departmental level governance, and avoiding fragmentation. The SCOR Board is also responsible for providing high-level oversight of UKCDR. It is made up of the Chief Scientific Officers and International Directors of our core members and three independent members.
- The **UKCDR Officials Group** provides an executive function to the SCOR Board as well as operational and financial oversight and assurance for UKCDR including ensuring funds can be managed jointly in support of UKCDR's Strategic Plan as set by the SCOR Board. It meets 12 times per annum.





## JOB DESCRIPTION AND PERSON SPECIFICATION

### Key Objectives:

- Refine and deliver the vision and strategic plan for the organisation in partnership with the SCOR Board
- Ensure that the organisation's mission is well executed
- Supporting SCOR Board Chair and the Board and the UKCDR Officials Group in effective governance of UKCDR, providing advice and input as required
- Inform the SCOR Board of internal and external matters affecting the organisation and give strategic advice about the relevance and effectiveness of its decisions.
- Support the SCOR Board to make effective decisions on strategic coherence of ODA for development research.
- Be the external face of UKCDR in making the case for effective international development research
- Develop and maintain constructive relationships and communication with key stakeholders
- Develop, implement and evaluate first class programmes, and convene regular thematic funder groups, to ensure added value to international development research through, coherence, collaboration and joint action among UK funders.

### Key Accountabilities:

- Liaison with high level national and international stakeholders
- Support to Board and Officials group
- Developing programme strategy and monitoring delivery, including negotiating new funding agreements.
- Developing finance and funding strategy, management of the senior team, overseeing finance and operations
- External speaking engagements  
Developing organisation strategy and adjusting to ensure a nimble response to external developments e.g., COVID

### Budget Responsibility:

Responsible for £700,000 budget and;

- Negotiating funding agreements
- Fundraising for new projects (e.g., the continuation of the COVID work)
- Developing MOUs and grant agreements about funding
- Reporting quarterly on finance, risk and KPIs to UKCDR Officials

### Management/Leadership:

- Direct reports - 4
- 11 staff and 5 contractors - total 17
- All professional staff except for one administrator



## Personal Competence:

- A post-graduate research qualification
- An excellent understanding of:
  - the UK research landscape and the science, humanities, technology and innovation policy interfaces
  - the key UK and international organisations and players in international development
- Substantial relevant experience of working in or leading multi /interdisciplinary projects or programmes involving a wide range of stakeholders, such as international organisations, government, private sector, NGOs and academia
- A demonstrable track record of delivering change in complex situations

## Essential

- Experience of managing teams and organisations
- Experience of working with government departments
- Effective facilitation skills and a first-rate ability to influence at all levels
- Excellent communication and interpersonal skills
- Flexibility, and the ability to identify opportunities and innovative solutions
- Ability to negotiate compromise and shared ownership
- Motivational and supportive team management skills

## Desirable

- Experience of working in collaborations of organisations with different cultures and priorities

## REMUNERATION

Salary is £70,000 based on full time equivalent. Flexible working hours will be considered.

## HOW TO APPLY

If you are interested in applying and have any questions, please contact the UKRI Senior Recruitment Team lead by email ([seniorrecruitment@ukri.org](mailto:seniorrecruitment@ukri.org)).

To apply, candidates should submit a CV (limited to two sides) and covering letter (limited to two sides) to ([seniorrecruitment@ukri.org](mailto:seniorrecruitment@ukri.org)) **by 11pm on Sunday 5<sup>th</sup> September 2021**. The covering letter is an opportunity for candidates to demonstrate how they meet the person specification.

Candidates are also requested to declare any conflict of interests and complete the equal opportunities monitoring form via anonymous survey monkey

<https://www.surveymonkey.co.uk/r/G7XQL9S>

Once the deadline has passed, receipt of applications (covering letter and CV) will be acknowledged and then passed to the selection panel (see below) to review the applications against the person specification. The panel will agree which applicants will be selected for interview. At the final appointment stages, where applicants are as qualified on merit, the selection panel will seek to achieve a balanced membership in terms of, for example, diversity, expertise and experience.

UKRI is committed to equality, diversity and inclusion and welcomes applications from all sections of society. Applications from women, those with a disability and members of



minority ethnic groups who are currently under-represented at senior levels in the research and innovation community, are therefore especially encouraged to apply.

Indicative timescale for appointments is in the table below.

<b>Activity</b>	<b>Timing</b>
Deadline for applications	11pm, Sunday 5 <sup>th</sup> September 2021
Shortlisting	Expected to take place w/c 13 <sup>th</sup> September*
Interviews	Expected to take place w/c 27 <sup>th</sup> September*

\*These dates may be subject to change

## Conflicts of Interest

### **Potential or Actual Conflicts of Interest**

Please give details of any business or other interests or any personal connections which, if you are appointed, could present a conflict of interest holding this role. These could include financial interests or share ownership, membership of societies, activities, associations or employment of a partner or friend in the field in which the public body operates.

Any potential or actual conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application. If you have no interests that might be actual or perceived conflicts of interest, please write "none".





## Equal Opportunities Monitoring

### Our commitment

At UKCDR we believe that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed in an environment that enables them to do so. We also value diversity of thought and experience within inclusive groups, organisations and the wider community.

To maintain the UK's world-leading position in this field, we want to become even better at attracting and nurturing people from the widest possible pool and enabling them to fulfil their career ambitions.

We believe we can inspire, engage with and learn from all our people to maximise the benefits that diversity of thought and experience can provide.

### Our principles

We believe that everyone has the right to be treated with dignity and respect and are committed to:

- eliminating discrimination and advancing equality of opportunity
- identifying and removing barriers to employment and progression
- building a culture that values openness, fairness and transparency.

To read more about how we are supporting equality, diversity and inclusion at please visit: [How we support EDI in the workforce – UKRI](#)

### Monitoring

You will be asked to provide information to assist UKRI to monitor equality information for people who apply for roles and people who are appointed in roles (through additional monitoring) to ensure that policies and practices are fair and do not discriminate. To ensure that the information is anonymous we ask you to complete an independent survey. This information is intended for statistical purposes only.

The survey can be accessed through this link <https://www.surveymonkey.co.uk/r/G7XQL9S>

For more information on how we handle personal data please visit our webpage [Privacy notice – UKRI](#)

## The Seven Principles of Public Life

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 for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the selection Panel must satisfy itself that all candidates for appointments can meet these standards; 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.

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.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **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.

## Strategic Coherence of ODA-funded Research (SCOR) Board

### Terms of Reference

#### 1. About the TORs

This document describes the Terms of Reference for the Strategic Coherence of ODA-funded Research (SCOR) Board. It will be reviewed periodically to ensure it is relevant and up to date.

#### 2. SCOR Board Aims

The SCOR Board supports coherence across all government ODA-funded research programmes and those of Wellcome, adding value to departmental level governance, and avoiding fragmentation.

It is also responsible for providing high-level oversight of UKCDR, advising on its strategic direction and performance.

#### 3. Membership

The SCOR Board is chaired by an independent member and brings together the appointed representatives of our core members. The core member organisations are:

- Department for Business, Energy and Industrial Strategy (BEIS)
- Department for International Development (DFID)
- Department for Health and Social Care (DHSC)
- UK Research and Innovation (UKRI)
- Wellcome Trust (WT)

Core membership can be expanded to other government departments with significant ODA research investments or where there are strategic links or interest.

Additional independent members provide advice and expertise.

##### 3.1 Criteria

- Members will be the budget holders and responsible owners for major HMG ODA-funds or significant UK research funds in international development, and key decision makers within their respective organisations.
- Independent members will be senior non-governmental, non-budget holders with significant thematic, sectoral and/or regional expertise.
- There should be a good balance of expertise and broad range of perspectives on international development research as well as diversity, including on gender and ethnicity.

## 3.2 Composition

- Membership of the SCOR Board will comprise an independent chair, the appointed representatives of five organisations (DFID, DHSC, BEIS, UKRI and Wellcome Trust) and two independent members (see Annex 3 for a list of current members).
- Two Chief Executives will represent UKRI and the perspectives of the UK research councils. This will include the CEO of MRC as a significant funder of research for development and the UKRI International lead for GCRF and the Newton Fund.
- Other government departments with an interest in international research (e.g. Foreign and Commonwealth Office (FCO), Department for Environment, Food and Rural Affairs (DEFRA)) may be invited to meetings where appropriate.
- The composition of the Board will be regularly reviewed to accommodate future needs or changes in the ODA R&D funding landscape.

## 4. Roles & Responsibilities

### 4.1 Board members

The SCOR Board will achieve results by:

- a. Working together to build a coherent and evidence-informed approach to strategic prioritisation of research under the various government ODA and Wellcome funds. This includes:
  - Identifying synergies and new opportunities for joint-working;
  - Identifying strategic gaps that require new research;
  - Reducing risk of duplication across the different funds;
  - Maximising opportunities to leverage funding;
  - Ensuring value for money on research for development investments;
  - Supporting more coherent funding arrangements to support translation; and
  - Sharing information, learning and best practice.
- b. Ensuring that HMG's ODA- and Wellcome-funded science and research is having maximum impact on international development objectives and outcomes in developing countries; including ensuring the sustainable transfer and building of scientific and research capacity systems in developing countries.
- c. Providing reassurance to Ministers on HMG's strategic and collaborative approach to ODA-funded research for development.

Board members are responsible for:

- Determining strategic priorities and activities for coherence and impact of ODA-funded and ODA-related R&D.
- Creating the establishment of cross-organisational thematic working groups.
- Taking decisions on behalf of their organisations and taking forward Board actions within organisations.
- Ensuring joined-up policy and practice across organisations.



In relation to UKCDR, Board members are responsible for:

- Providing, oversight and guidance for the overall strategic direction of UKCDR.
- Prioritising areas for discussion at the UKCDR Officials Group and Stakeholder Group.
- Following recommendations from the Officials Group, formally approving UKCDR's strategy, annual financial statements, annual report, annualised budget and workplan and overarching results framework.
- Ensuring strategic risks escalated by the Officials Group are addressed appropriately.
- Addressing conflicts that cannot be resolved within the Officials Group.
- Proactively engaging with UKCDR activities and being prepared to attend special events, chair or participate in ad-hoc meetings as needed.

The Board will not:

- Be formally accountable for and assure ODA compliance across the funds. This responsibility rests with the relevant departmental accountable officers in the organisations responsible for managing the funds.
- Have any authority with regards to the governance and strategic spending decisions within each organisation.
- Replace, duplicate or oversee any work or activities of each organisation's strategy boards and research advisory groups.
- Be a direct commissioner of research for development.

## 4.2 Independent Chair

The SCOR Board will be led by an independent Chair, who will be responsible for the effective operational working of the Board and the delivery of Board objectives. The Chair will provide independent, objective and impartial input into Board activity.

## 4.3 Independent Members

Independent members will play a key role in providing advice and insights based on their thematic, sectoral, regional and international development expertise.

## 4.4 Secretariat

The Executive Director of UKCDR will attend Board meetings and work closely with the independent Chair. The Board's Secretariat is UKCDR and will be responsible for:

- Preparing the agenda in consultation with the Chair, taking into account recommendations by the Officials group.
- Preparing and commissioning Board papers.
- Circulating Board papers to members and invitees, a week before each meeting.

- Producing and circulating draft minutes of the Board meetings to members, within ten working days after the meeting.
- Maintaining an action log.
- Maintaining a Board-level risk register.

## **5. Accountability & Effectiveness**

The SCOR Board will:

- Review its effectiveness against the Terms of Reference regularly and at least every three years to ensure functions are still fit-for-purpose.
- Through the Chair, engage strategically with HM Treasury to give assurance as to the overall coherence of funding, and report annually to Director Generals of Policy and/or Research and Innovation of BEID, DFID and DHSC.

## **6. Method of Operation**

### **6.1 Meetings**

- The Board will meet at least three times a year. The SCOR Board will review the frequency of meetings and undertake necessary changes as required.
- Each member is expected to attend the meetings regularly.
- Each member will appoint a representative to be a Board member and a single named alternate at the right level to ensure decision-making is effective and robust.
- Decisions will be made by the Board on a consensus basis. In cases where this is not possible the Chair will take a decision on handling.
- There will be an annual joint meeting between the SCOR Board and Officials Group and/or annual attendance by the SCOR Chair at an Officials Group meeting.
- To provide a mode of direct communication between the SCOR Board, Officials Group and Stakeholder Group, a General Assembly of these groups may be held once a year.

### **6.2 Quorum**

A minimum of four members of the five core institutions (see section 3) and the Chair are required for a quorum.

### **6.3 Pay and expenses**

Membership is not remunerated, except for reasonable travel and subsistence costs relating to authorised SCOR Board business. The SCOR Chair receives an honorarium from UKCDR.



## **7. Terms & Conditions for Board Members**

### **7.1 Appointment of appointed representatives for core members**

Representatives for core members are nominated by each organisation, following the criteria set out in section 3.

### **7.2 Appointment of independent Chair and Board Members**

The Chair and the independent members are appointed following an open nomination process as defined by the SCOR Board. The process must be fair and transparent, with the role being openly advertised and applications being independently reviewed.

In case of the Chair or one or more independent members leaving the SCOR Board, the process should follow the same principles.

The length of appointment is until March 2021 unless terminated before that date. Individual members can terminate the appointment early by giving 3 months' notice, in writing. Should the Board dissolve before the normal period of appointment ends, the appointment will terminate on dissolution. The appointment will be terminated immediately, should the appointee be guilty of grave misconduct.

### **7.3 Conflict of interests**

Every member will enter any relevant interests in the Register of Interests, maintained by the Secretariat and owned by the Board Chair, and keep the entry up to date. Should a matter give rise to a conflict of interest, a member is required to inform the SCOR Board in advance and withdraw from discussions or consideration of the matter. A member is expected to inform the SCOR Board in advance of any new appointment that may impinge on their duties as a member of the SCOR Board. The Chair must not hold a formal existing position within Government.

### **7.4 Political activity**

All independent members are expected to inform the Chair if they intend to accept a prominent position in any political party and understand that the appointment to the SCOR Board may be terminated early, if it is felt that the positions are incompatible. All members must understand that if, at any time during their term of office, they accept a nomination for election to the House of Commons they will need to resign their appointment.

### **7.5 Confidentiality**

The members of the SCOR Board will consult with each other prior to the issue of any formal public statement, press release or other publicity in relation to UKCDR or other SCOR Board members.

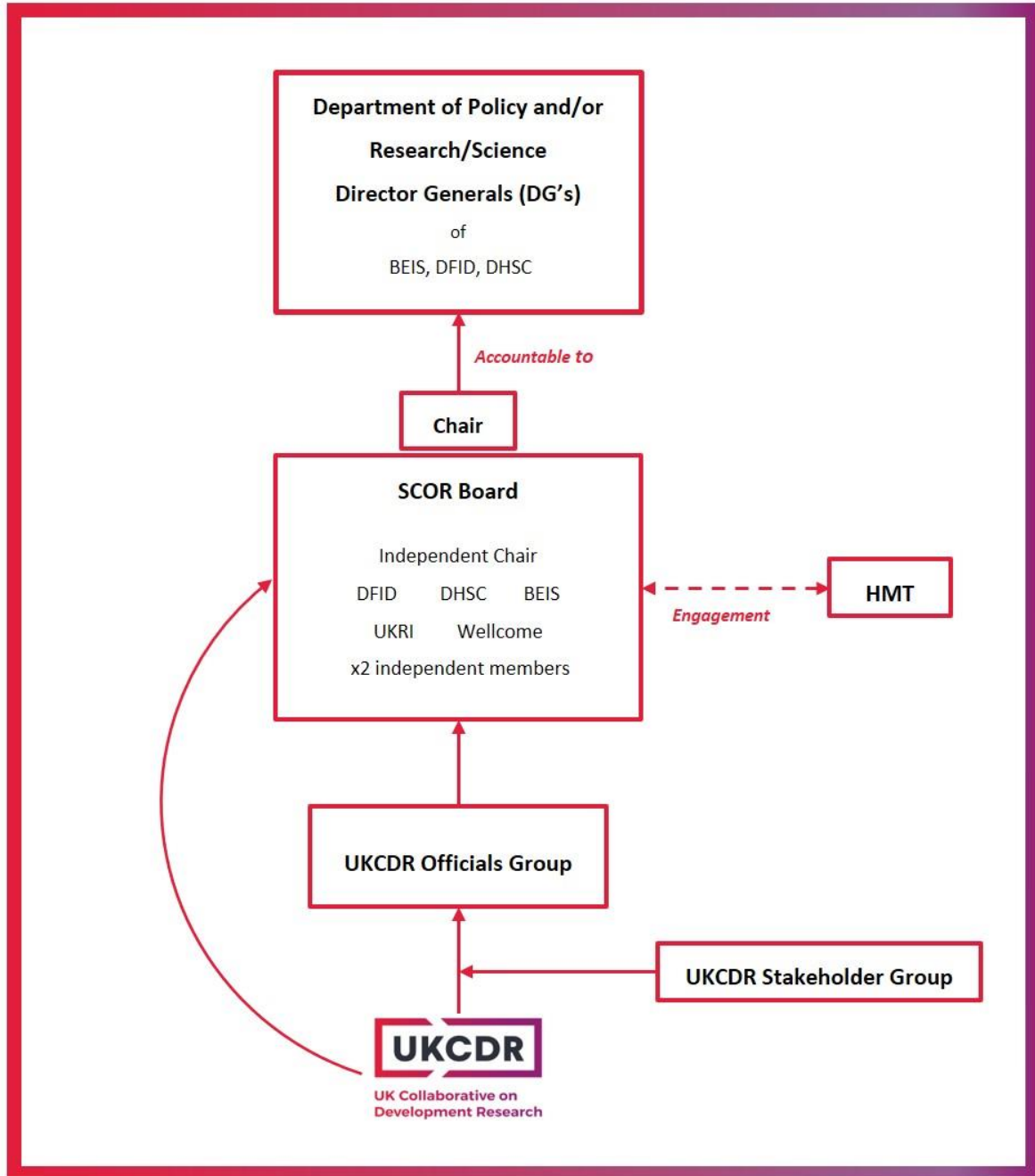


All SCOR Board members agree to keep confidential any information provided to it by another party which is clearly marked as being confidential as far as possible but acknowledge that UK Government Departments are subject to the requirements of the Freedom of Information Act 2000.

SCOR Board members also acknowledge that UK Government Departments are subject to the requirements the Environmental Information Regulations 2004, the General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Act 2018 (DPA), subordinate legislation and guidance and codes of practice issued by the Information Commissioner and relevant Government Departments. SCOR Board members will assist and co-operate with each other to comply with information disclosure and data protection obligations. All SCOR Board members will perform their obligations under these Terms of Reference in such a way as to protect the personal information of individuals.



## Annex 1: Governance Structure for UKCDR



**Table 1: SCOR Board Membership (July 2021)**

<b>Role</b>	<b>Name &amp; Title</b>	<b>Start of membership</b>	<b>Organisation represented</b>
<b>Independent Chair</b>	Marie Staunton	May 2021	Independent
<b>Member</b>	Harriet Wallace, Director of International Science & Innovation	November 2017 (HW since March 2017)	Department for Business, Energy and Industrial Strategy (BEIS)
<b>Member</b>	Professor Chris Whitty, Chief Scientific Adviser	November 2017	Department for Health and Social Care (DHSC)
<b>Member</b>	Professor Charlotte Watts, Chief Scientific Adviser	November 2017	Department for International Development (DFID)
<b>Member</b>	Professor Fiona Watt, Chief Executive of MRC	November 2017 (FW since April 2018)	UK Research and Innovation (UKRI)
<b>Member</b>	Professor Christopher Smith, Chief Executive of AHRC and UKRI Champion of GCRF and Newton Fund	February 2021	UK Research and Innovation (UKRI)
<b>Member</b>	Professor Jeremy Farrar, Director	November 2017	Wellcome Trust
<b>Independent member</b>	Professor Melissa Leach	November 2018	Independent
<b>Independent member</b>	<i>(To be announced)</i>		