

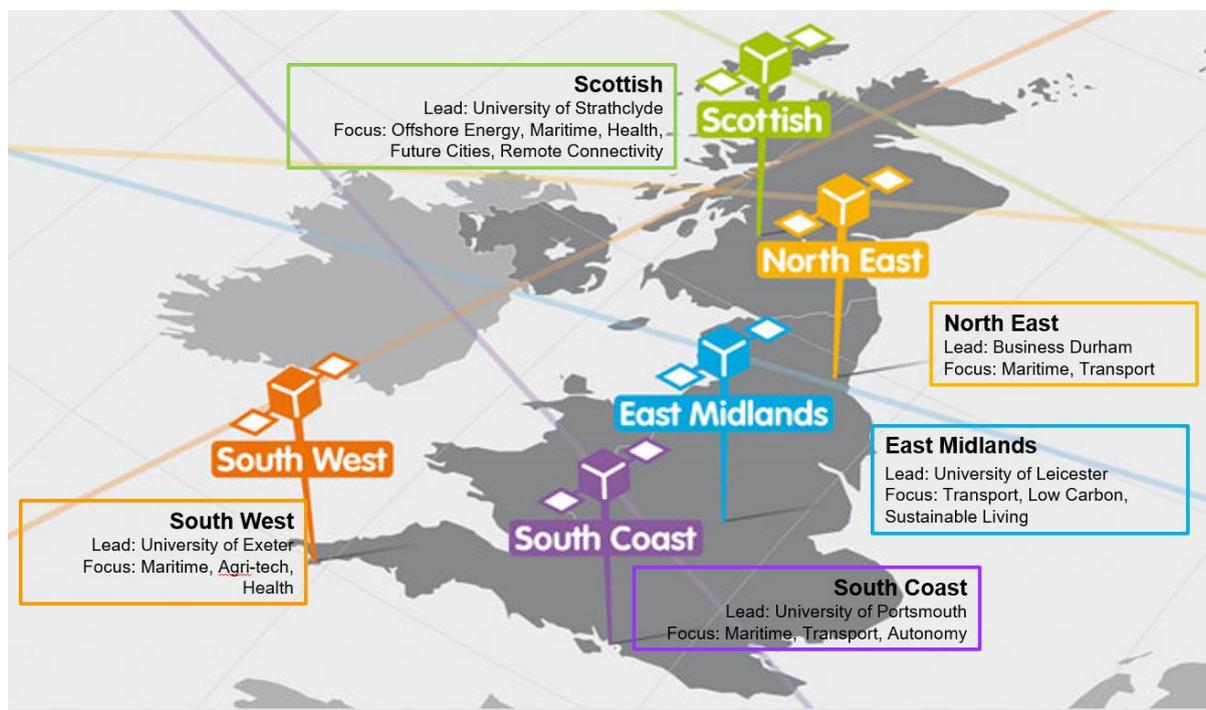
## Regional Centres Advisory Board (RCAB) Members' Application Pack

April 2018

**Closing date for all applications: 12 pm, 1 June 2018**

**Interviews: September 2018**

**Date of next RCAB meeting: November 2018**



## **APPLICATION PACK FOR SATELLITE APPLICATIONS CATAPULT**

### **REGIONAL CENTRES ADVISORY BOARD**

#### **MEMBER APPOINTMENTS**

#### **INTRODUCTION**

The Satellite Applications Catapult is a not-for-profit independent research and technology organisation, created to foster growth across the economy through the exploitation of space technology. Our primary purpose is to promote, develop and facilitate the commercialisation and advancement of the UK satellite applications industry and we act as a neutral, trusted entry point to an entire network of expertise in satellite applications development across government, academia and industry.

For further information, see: <https://sa.catapult.org.uk/>

The Satellite Applications Catapult's vision is to support industry and the science base across the UK to accelerate the growth of satellite applications to contribute to capturing a 10% share of the £400bn global space market predicted by 2030.

Our Regional Centres of Excellence support work with local communities to achieve this aim. They create focal points of our activity linking the science base with large industry and SMEs around the UK, to enable the development of applications and solutions, as well as to engage the wider end user market. The Centres of Excellence act as representatives and ambassadors for the Catapult in their local region. We currently have 5 Centre of Excellence.

- Scottish Centre of Excellence in Satellite Applications
- North East Satellite Applications Centre of Excellence
- East Midlands Satellite Applications Centre of Excellence
- South Coast Centre of Excellence in Satellite Applications
- South West Centre of Excellence in Satellite Applications

For further information, see: <http://www.sacatapultcoe.org/>

#### **THE REGIONAL CENTRES ADVISORY BOARD (RCAB)**

The role of RCAB is to advise and support the evaluation of the progress of the Regional Centres of Excellence. The primary role of the RCAB is a forum to provide periodic guidance and expert advice on the direction and focus of the Centres of Excellence overall programme. The RCAB will advise on challenges, opportunities, technology roadmaps and capabilities that can be built upon by the Centres and work to identify new regional growth opportunities for the Catapult.

The RCAB will also discuss the progress of the individual Centres of Excellence, against the scope of their business cases and associated KPI's.

We wish to appoint a number of new members to RCAB with expertise as set out in the person specification section.

The Satellite Applications Catapult is committed to equality, diversity and inclusion and welcomes applications from all.

## **RCAB APPOINTMENTS**

Members will be appointed by the Satellite Applications Catapult Executive Management Team, on the recommendation of a selection panel (current RCAB members).

The Board members will between them have a broad range of expertise and experience in space and non-space business, research and innovation across higher education, industry and commerce, policy and/or civil society, reflecting different characteristics and professional backgrounds. The following criteria provide a baseline for selection of RCAB members:

- Commitment to the Satellite Applications Catapult goals and objectives;
- Demonstrated expertise and experience of the sector being represented;
- Ability to commit to the time requirements.

The RCAB will be an independent body comprising members who are experts representing a variety of downstream sectors; Regional Centres' representatives; and Management Committee members. Participants will take into consideration the mix and range of skills and expertise required to cover the Catapult and Regional Centres of Excellence market focusses and key space sector stakeholders. Three categories of membership are included in RCAB as detailed below:

- **Board Members.** Advisory Board members who are independent of the Centres of Excellence and will provide strategy and guidance to the Management Committee as stated in the terms of reference. Made up of representatives from space and non-space sector businesses, government and academia.
- **Centres Representatives:** One representative from each of the Centres of Excellence. Should have a clear appreciation of the day-to-day running of the Centre such that they are able to provide detailed updates to the Board at the meetings.
- **Management Committee:** Satellite Applications Catapult staff responsible for directing and managing the Centres of Excellence Programme.

RCAB members will serve three-year terms, and will be eligible to serve no more than two terms consecutively. Renewal of membership will be decided by the

RCAB Management Committee in liaison with the Catapult Executive Management Team. RCAB members will be rotated with due consideration of the need to preserve the continuity of the Group.

The RCAB will review the plans of the Centres and provide informed comments on the timeliness and appropriateness of activities and the risks and opportunities these plans create to the RCAB Management Committee.

Based on the above functions, the RCAB may make recommendations to the Satellite Applications RCAB Management Committee for the improvement in delivery of the Regional Centres.

A range of working practices will be used and developed to facilitate the work of the RCAB, with there being a general principle of seeking to make the best use of members' time. This will include;

- Formal meetings with, where necessary, dates set to coincide with key events for the Centres of Excellence.
- The RCAB may make use of electronic communications, and videoconferencing to facilitate information sharing among RCAB members between formal meetings.
- Minutes of meetings will be captured and distributed by Satellite Applications team.

There is no requirement for consensus to be achieved across RCAB, as it will be the responsibility of the Management Committee to select those inputs it considers most appropriate for the achievement of the Centres' goals.

Appointment of participants will take into consideration the mix and range of skills and expertise required to cover all the Catapult areas of focus and key market sectors.

## **CONFLICTS OF INTEREST**

RCAB members should declare any personal or business interest that may, or may be perceived (by a reasonable member of the public), to influence their judgement. This should include, as a minimum, personal direct and indirect pecuniary interests. If a member is unsure whether an interest might be regarded as influencing their advice, they should seek advice from the RCAB Chair as to whether it should be declared.

## **PERSON SPECIFICATION**

Applications are sought from individuals who possess a range of expertise and experience in research and innovation across higher education, industry and

commerce, policy and/or civil society reflecting different characteristics and professional backgrounds.

Specifically, for this intake, we are seeking candidates that have one or more of the following specialisms or experience:

- Strategic planning
- Experience in areas that involve earth / environmental science, satellite telecommunications and commercialisation of research.
- Domain expertise and an ability to advise on new opportunities within the remit of the Satellite Applications Catapult;

The successful candidate will also be able to demonstrate the following criteria:

### **Essential**

- A commitment to the Satellite Applications Catapult's mission, role and priorities;
- A clear understanding of the contribution of science and engineering to business innovation and the economy, and the role of multidisciplinary research and development in that;
- Evidence of providing advice at a strategic level with an ability to exercise judgment across a broad spectrum of policy and research issues;
- An ability to tackle and reach conclusions on complex policy issues.

### **Desirable**

- Knowledge of and strong personal interest in some areas of Satellite Applications Catapult activity;
- Knowledge of the decision-making process for publicly-funded research and innovation and the associated strategic issues;
- Experience of public engagement with innovation.

## **MEETING ARRANGEMENTS**

### **Availability**

The RCAB will meet every 6 months usually May and November but at times that are appropriate for making inputs to the planning cycle of the Centres of Excellence. The RCAB may also be convened on an ad-hoc basis by the Chair, or on the recommendation of the Catapult, to consider specific issues. The Chair may request that the Centres representatives are not present in all (or part) of a meeting.

Meeting arrangements may include scope for remote participation.

### **Location**

RCAB Meetings will be held in Harwell, and in Regional Centres' premises around the UK

## HOW TO APPLY

To apply, candidates should submit a brief CV and covering letter (limited to two sides) to [centresofexcellence@sa.catapult.org.uk](mailto:centresofexcellence@sa.catapult.org.uk) by **12:00pm (mid-day GMT) on Friday 1 June**.

The covering letter is an opportunity for candidates to demonstrate how they meet the person specification. Candidates are also requested to complete the additional forms and submit these with their application.

Once the deadline has passed, all applications (covering letter and CV) will be acknowledged and passed to the selection panel 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.

Indicative timescale for selection and appointments is in the table below.

<b>Activity</b>	<b>Timing</b>
Deadline for applications	June 2018 by 12:00 pm
Shortlisting decisions	August 2018
Interviews	September 2018
Appointments confirmed	October 2018
Inaugural Board meeting (potential)	November 2018

## APPLICANT DETAILS

Preferred Contact Details:			
SURNAME	FIRST NAME	INITIAL(S)	TITLE
ADDRESS FOR CORRESPONDENCE			
CONTACT TELEPHONE NUMBER(S) Day - Evening - Mobile -		EMAIL ADDRESS	

### Data Protection Consent

The Data Protection Act requires that those providing monitoring information must give their consent to it being used, even though the individuals are not identified. Please tick and sign the boxes below to show that you give your consent for information you provide to be used, anonymised, for publication of monitoring data.

I provide my consent:  Yes /  No  [please tick as appropriate] Signature/Electronic

Signature of applicant:

### 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 particular 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**”.

