



Appointment brief

Appointment of Chief Executive

January 2024

Reference: QCCCE

Welcome from the Interim Chair

Thank you for considering the role of Chief Executive at the Climate Change Committee (CCC). The CCC's strong track record of independent, evidence-led advice to successive Governments has helped the UK lead the world in decarbonisation and assessment of climate risks. This is a unique opportunity to lead one of the most influential organizations in the UK and global climate policy landscape. As the Chief Executive, you will have the unparalleled chance to shape and drive strategies that significantly impact climate policy and its delivery.

The CCC works through mitigation and adaptation Committees. Committee members are world-leading experts with complimentary expertise across climate science, policy, economics, technology, behaviour and business. You need to work closely with these Committees and their chairs (currently myself and Baroness Brown) to reach clear consensus positions and recommendations that cut through to deliver real-world change.

The core role of the CCC is to maintain an evidence-based view of the path ahead – to reduce UK emissions, and to adapt to the changes in climate. The Chief Executive will have the opportunity to lead two significant programmes of work: the seventh carbon budget and the fourth climate change risk assessment. These are key statutory reports, requiring leadership of a complex and wide-ranging analytical work programme and engagement with stakeholders across the UK.

The Chief Executive will be central to the Committee's engagement with the UK and the Devolved Administrations, as well as with international governments and a wide variety of stakeholders. You will be leading a dedicated team of 60 professionals, where your compassionate and effective leadership style will be key to nurturing a collaborative and supportive work environment.

We are seeking a dynamic individual who excels in networking and relationship-building, capable of engaging with a diverse range of high-level stakeholders, including Cabinet Ministers, business leaders and investors, the media, and with a very wide range of stakeholders. You will act as an ambassador for the CCC, showcasing our work across various platforms.

We eagerly anticipate your application and are excited about the prospect of you bringing your unique skills and vision to the CCC. Together, we can continue to effectively support the UK in its transition towards a climate-resilient and net-zero future.



Piers Forster
Interim Chair
Climate Change Committee



The organisation

The Climate Change Committee (CCC) is an independent, statutory body established under the Climate Change Act 2008. Our purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change.

It is the first body of its kind in the world and brings together different strands of expertise of its members, from the fields of climate science and policy, economics, technology, behaviour and business. It draws on existing information and undertakes its own analysis to provide expert advice to Ministers and to Parliament.

Under the Climate Change Act 2008, and under equivalent legislation in Scotland and Wales, the Committee is required to produce a number of statutory reports to Government and Parliament. The key reports are:

- Advice on carbon budgets and targets
- Progress reports on meeting carbon budgets and targets
- An assessment of UK climate change risks and opportunities
- Progress reports on adapting and preparing for climate change

As an expert technical advisory body, the Committee's analysis also informs debate about the challenges and opportunities of climate change. CCC recommendations are frequently referenced in the UK and Scottish, Welsh and Northern Irish parliaments and assemblies, by business and industry, in academic literature, by the national and international media and, increasingly, by the public.

At an international level, we are often asked to provide advice to governments, NGOs and academics seeking to understand the role of an independent body like the CCC.

The CCC consists of two committees: a committee (the Committee) advising on how to reduce greenhouse gases in line with legislative requirements and an Adaptation Committee which advises the risks from climate change and actions the UK should take to adapt. Both Committees are supported by a Secretariat, of approximately 60 people comprising public servants and expert secondees, which operates with an annual budget of approximately £8m.

For further information about the CCC, you may wish to visit its website at www.theccc.org.uk.



The role

The Chief Executive leads the delivery of the statutory duties of the Climate Change Committee, as defined in the Climate Change Act. In this role the Chief Executive is advised by the Chairman and the non-executive members of the Committee itself and the Adaptation Committee.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Oversee large and complex programmes of analytical work, ensuring the work is of the highest quality and forms a sound basis for recommendations; and drawing out practical implications of these work programmes for the statutory advice of both the Committee and Adaptation Committee.
- Provide leadership to the Secretariat, nurturing a culture of intellectual curiosity, high analytical integrity, teamwork and personal self-development. The Chief Executive will develop and implement the CCC's future strategy whilst building and maintaining capability within the Secretariat. The Chief Executive will also be responsible for negotiating and agreeing all future funding settlements with the CCC's Sponsor Departments.
- Act as the critical link between the chairs and members of the Committee and the Adaptation Committee and the Secretariat, ensuring the Secretariat's work programmes have the full support of the relevant committee; that evidence and analysis is well understood by the relevant committee; and that advice is consistent with the evidence and analysis.
- Represent the CCC, building close, senior relationships with the UK and devolved governments.
- Provide visible and effective stakeholder management, and external communications, relating to the work and advice of the CCC with media, the business and investor communities.
- Fulfil the role of Accounting Officer of the CCC. As Accounting Officer, you will sign and approve the Committee's Annual Report and Accounts and be personally accountable to Parliament for the expenditure of public money by the Committee.

Person specification

The successful candidate will bring a strong track record of leadership and impact in climate and public policy, based on the use of evidence and analysis, and conducted in a high profile, politically challenging context. S/he will have exceptional analytical skills and experience of leading high performing analytical teams, as well as broader people leadership and financial management experience. The ability to build and strengthen key stakeholder relations at all levels and across a broad range of sectors will be essential.

Climate change is an issue that affects everyone, but inequalities in society mean that not everyone is affected in the same way. We are committed to increasing diversity across the CCC, so that it is more reflective of the society we serve, and we encourage and welcome applications from people of different and / or under-represented demographics.

QUALITIES AND EXPERIENCE REQUIRED

- A track record of leadership and impact in scientific debate and/or public policy; based on the use of evidence and analysis; in a high profile and politically challenging context; preferably in a relevant area (e.g. energy policy);
- Very strong analytical skills with experience of leading high performing analytical teams;
- Expert ability to process and interpret complex information and to explain complex information in clear succinct messages; a track record in public speaking is important, and experience of dealing with the media desirable;
- A proven ability to develop strong relationships and exert strategic influence at all levels (e.g. ministers, board members, employees at all levels) and a wide range of organisations (public sector, private sector, NGOs, academia);
- An ability to lead discussions at a strategic level and to think creatively whilst working at pace and under pressure;
- Proven experience of successful people leadership and financial management with demonstrable skills and an interest in running the corporate side of an organisation, including corporate strategy, setting and meeting budgets, governance and people development; and
- The ability to understand the differences across the UK and the Devolved Administrations in climate change policy and responsibilities, as well as variations within the UK such as: their capacity to take further effective action; the relationship between reserved and devolved functions; and the need for tailored advice for the different countries.



Terms of appointment

The role will be based at the CCC's office in London.

This is a senior appointment in the organisation and remuneration will be negotiated with the preferred candidate.

While in post there will be certain restrictions on political activities. Applicants should also note that there may be restrictions placed upon their ability to move to some business appointments once they have left this position.

If you or your partner has any actual or potential conflict of interest with the activities of the CCC, this should be declared clearly in your application. Any indirect association of this kind through any other family member or partnership should also be disclosed.

The offer of a job will be made subject to satisfactory references and security clearance. The successful applicant will be required to adhere to the Official Secrets Act and to the Civil Service Code and to exercise care in the use of official information acquired in the course of official duties, and not to disclose information, which is held in confidence. You will be required to undertake the appropriate security checks for the post.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the CCC on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **QCCCE**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online diversity monitoring* form.

The closing date for applications is noon on **Wednesday 14th February 2024**.

* The diversity monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

All disabled candidates (as defined by the Equality Act 2010) who satisfy the minimum criteria for the role will be guaranteed an interview with the Assessment Panel under the Disability Confident Scheme (DCS).

To be eligible for consideration under the DCS, you must be considered disabled under the Equality Act 2010. This means that you must have, or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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