



Appointment of

# Ofcom Board Representative for Scotland

September 2025   Ref Code: DBUYA

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# Introduction from the Chair

Dear Candidate,

Thank you for your interest in joining the Board of Ofcom as the representative for Scotland.

Ofcom is the UK's communications regulator, responsible for overseeing broadcasting, telecommunications, spectrum and postal services, and ensuring that these sectors serve the interests of people and businesses across the UK. As we continue to navigate rapid technological change and shifting patterns of media consumption, the importance of strong, independent and forward-thinking regulation has never been greater.

Scotland is an integral part of Ofcom's remit. The Board Representative for Scotland plays a vital role in ensuring that Scottish perspectives, priorities and needs are fully reflected in Ofcom's decision-making. You will bring insight into Scotland's political, cultural, economic and social landscape and work closely with colleagues across the UK to ensure we regulate in a way that supports and serves the people of Scotland.

This is a high-profile and influential appointment. We are looking for individuals with strong strategic judgement, a deep understanding of governance, and a passion for public service. You do not need to be a communications specialist, but you will bring a strong connection to Scotland and a demonstrable interest in the sectors Ofcom regulates. You will work closely with fellow Board Members and senior executives to help shape Ofcom's direction and hold the organisation to account for the delivery of its duties.

We are committed to attracting candidates from a wide range of backgrounds, and we welcome applications from across Scotland's richly diverse communities.

I hope this opportunity excites you as much as it does us. Thank you once again for your interest, and I look forward to the possibility of welcoming you to Ofcom.

Yours sincerely,

Lord Michael Grade



**Lord Grade, CBE**  
Chair

# About Ofcom



**Ofcom is the regulator for the UK communications industries, with responsibilities across television, radio, telecommunications, wireless communications and postal services.**

In 2021 Ofcom took on new powers in regulating video sharing platforms and a new role in making sure telecoms networks have adequate cyber security. With the enactment of the Online Safety Act 2023, Ofcom has taken on duties to help make the internet a safer place. Ofcom is accountable to Parliament but is independent of both the Government and those it regulates.

Ofcom operates at the cutting edge of the digital communications industries in the UK, innovating regulation in this area, with a duty to further the interests of citizens and consumers, encouraging and enforcing competition, and balancing freedom of expression with the protection of the citizen. It has responsibility for regulating broadcasting throughout the United Kingdom including regulating the BBC and ensuring news is reported with due accuracy and presented with due impartiality. In regulating the postal and telecommunications sectors, it takes steps to protect consumers and oversees universal service obligations. It supports the delivery of new network infrastructure through regulation and has further duties in relation to the security and resilience of communications networks. It has a wide range of duties under the Online Safety Act 2023. Ofcom also ensures the effective use of spectrum and that a wide range of electronic communications services are available (such as broadband and mobile telephony).

# Role of the Board



**The Ofcom Board currently comprises eleven Directors (including two Executive Directors).**

The Ofcom Board has oversight of the fulfilment of Ofcom's general duties and specific statutory responsibilities and its overall funding and expenditure. The Board is also responsible for approving the strategic objectives and priorities for Ofcom, agreeing an appropriate level of risk appetite, and ensuring management maintains an effective system of internal control.

The Board operates on the principles of collective responsibility, support and respect. It takes decisions after considering recommendations made to it by the Ofcom Executive, which has operational responsibility for the running of the organisation and the implementation of strategy set by the Board. The work of both the Board and Executive is informed by the contribution of a number of advisory bodies.

The Ofcom Board typically meets ten times a year, including a strategy day and an annual visit to one of the devolved nations. Other Board meetings are generally held at Ofcom's headquarters in London.

Board Members may be asked to sit on the Risk & Audit Committee, the People Committee and/or the Content Board.



# Board Representative for Scotland



Ofcom is seeking to recruit a Non-Executive Member to join its main Board as a representative for Scotland. The individual will be appointed by Scottish Ministers (following consultation with the Secretary of State) and will have the same UK-wide responsibilities as other Non-Executive Members of the Board; they will also meet with Scottish stakeholders, including those from the Scottish Government. There are also members of the Board appointed by the devolved administrations to represent Wales and Northern Ireland.

The appointee will have an understanding of, and interest in, the areas Ofcom regulates which span the broadcasting and telecommunications sectors and video sharing platforms, as well as a range of regulatory responsibilities in connection with online safety. Ofcom is also responsible for the management and allocation of spectrum in the UK.

The appointee will be expected to participate in the Board's discussions across Ofcom's remit and be able to reflect and represent issues of particular relevance to Scotland and Scottish consumers. A strong understanding of issues affecting Scotland and Scottish consumers in the areas regulated by Ofcom will be essential, including the challenges that face less well served consumers, such as those living in remote rural areas. The appointee should also be familiar with engaging with Parliaments and Governments, including in a devolved context.

We are looking for applicants with knowledge and expertise in one or more areas of Ofcom's regulatory remit and to support its governance requirements.

Ofcom strives to be a forward-thinking, inclusive employer and recognises the value of diversity to truly "make communications work for everyone". Ofcom and the Scottish Government wish this approach to be reflected at Board level and we will welcome applications from suitably qualified applicants whatever their background, especially disabled and Black, Asian and Minority Ethnic background candidates as they are currently under-represented on our Board.

# Key Selection Criteria



- Ability to contribute, support and constructively challenge across Ofcom's range of responsibilities as a Non-Executive Member of the Board;
- An understanding of issues affecting the communications sector in Scotland;
- Knowledge and understanding of the political and constitutional context in Scotland;
- Ability to understand the business and economic principles underpinning the broadcasting, telecommunications and postal sectors in the digital environment;
- Ability to understand the online sector, including business models, developments and online safety issues for consumers;
- Sound judgement and decision-making to ensure successful delivery in a complex organisation;
- Personal integrity of a high order;
- Demonstrable understanding of Ofcom's need to make independent and evidence-based decisions; and
- Knowledge and expertise in one or more areas of Ofcom's regulatory remit and to support its governance requirements.

# Terms of office and time commitment

This appointment is for up to 4 years. The successful candidate must be prepared to commit up to two days per week. In addition to attending meetings of the Board, the new member will be expected to serve on one or more Board Committees.

The appointee will be making sure that communications issues of particular relevance to Scotland are brought to the Board's attention and considered, working with Board colleagues from across the Nations, and informed by key stakeholders in Scotland, particularly from the Scottish Government. The successful candidate will be expected to play a key role in respect of the Advisory Committee for Scotland and be willing to chair it if called upon, in addition to attending meetings.

Each of the short-listed candidates will have an opportunity to be briefed by senior officials, excluding any individuals who are directly or indirectly involved in the appointments process for this post. These briefings do not form part of the formal interview process.

Board Members are required to comply with the Board's [Code of Conduct](#), as well as the Code of Conduct for Board Members of Public Bodies. Board Members must avoid any suspicion of, or actual, conflict of interest that cannot be managed and must declare any such actual or potential interests before taking up their appointment. Board Members, their partners and dependent children, are not permitted to hold (or manage on behalf of others) a direct financial interest or an indirect financial interest in companies

which provide an Ofcom-regulated service. The successful candidate will be expected to avoid conduct that might bring Ofcom into disrepute or create a perception of bias/lack of impartiality.

Members of the Board will be expected to show complete confidentiality in respect of information or materials supplied to them for the purposes of and in connection with their duties on the Board.

## Remuneration

The fee for the role for up to 2 days a week is £42,519 per annum.

## Expenses

All reasonable and properly documented expenses incurred in performing the duties of this role will be reimbursed in accordance with Ofcom's expenses policy.

## Process

Interviews will take place in Edinburgh with the following interview panel:

- Lord Grade CBE, Ofcom Chair
- Kenneth Hogg, Director for Culture and External Affairs Scottish Government Scottish Government
- Liz Leonard, Independent Panel Member

## Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



# How to apply



## **Saxton Bampfylde Ltd is acting as an employment agency advisor to Ofcom on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **DBUYA**.

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

The closing date for applications is noon on **18<sup>th</sup> of September**.

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

## **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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