



Home Office

Chief Scientific Adviser and DG Science, Technology, Analysis, Research and Strategy

Home Office

SCS Pay Band 3



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Welcome



Matthew Rycroft
Permanent Secretary

I am delighted that you are interested in joining the Home Office, one of the great Departments of State. This is a pivotal moment in our Department's history as we set out to deliver an ambitious transformation agenda, learning lessons from our past and establishing new ways of working to tackle the challenges of the future. The Covid-19 crisis has highlighted the importance of scientific advice to our work. As we try to manage the repercussions, this advice will continue to be crucial to how we operate in the future.

Whilst the Home Office has had a Chief Scientific Adviser (CSA) previously, combining the Director General group of Science, Technology, Analysis, Research and Strategy with the CSA portfolio makes this a new and exciting role. The Chief Scientific Adviser and DG Science, Technology, Analysis, Research and Strategy is a critical member of the Home Office and its governing

boards, working to ensure that science and evidence are at the heart of our work. They advise on emerging research, ensure that our analysis is robust, and bring together insights from across scientific disciplines to advise the Home Office on strategic opportunities and risks. It is a central and challenging role that has real-life impacts across the range of Home Office work.

They will take on a significant leadership and transformation challenge ensuring that the Department has access to the evidence it needs and thinks strategically about its future, working closely with myself, the Home Secretary and other Ministers. They will be an experienced leader, bringing both their own expertise, but also the proven ability to harness the expertise of others. They will be able to operate in an ambiguous and complex environment, with a focus on delivering improved outcomes for citizens and a passion for creating an inclusive culture for colleagues.

If this sounds like the sort of challenge that would inspire and motivate you, please get in touch.

We are committed to diverse and inclusive leadership in the Home Office and I welcome applications from underrepresented groups.

Matthew

Government CSA Welcome



Sir Patrick Vallance
Government Chief
Scientific Adviser

Thank you for your interest in this position as Chief Scientific Adviser, a key role at the heart of the Home Office and HMG. The Home Office CSA will provide the fundamental function in government of bringing scientific and engineering evidence to the centre of decision-making, challenging the policy making process at the most strategic level.

This is an essential and varied role that cuts across the whole range of the Department's work, including national security, crime, immigration, the border and more. The successful candidate will

have the opportunity to bring challenge and shape the way that science and technology is used to inform policy making in the department. They will work alongside other CSAs in the CSA Network, the analytical disciplines and with Ministers and senior teams, to ensure robust, joined-up evidence is at the core of decisions within the Home Office and across government.

It is an advice role that derives authority from knowledge, the ability to convene respected authoritative groups, and personal standing in the scientific world. It has a clear outside-in function - understanding what is going on in the world of research and bringing the best of it into to the department as well as helping with inside-out communication - building partnerships and networks for more effective innovation.

If you are an outstanding scientist or engineer who is also an excellent communicator and leader, and want to help embed science and evidence in government decision making, we very much look forward to hearing from you.

Patrick

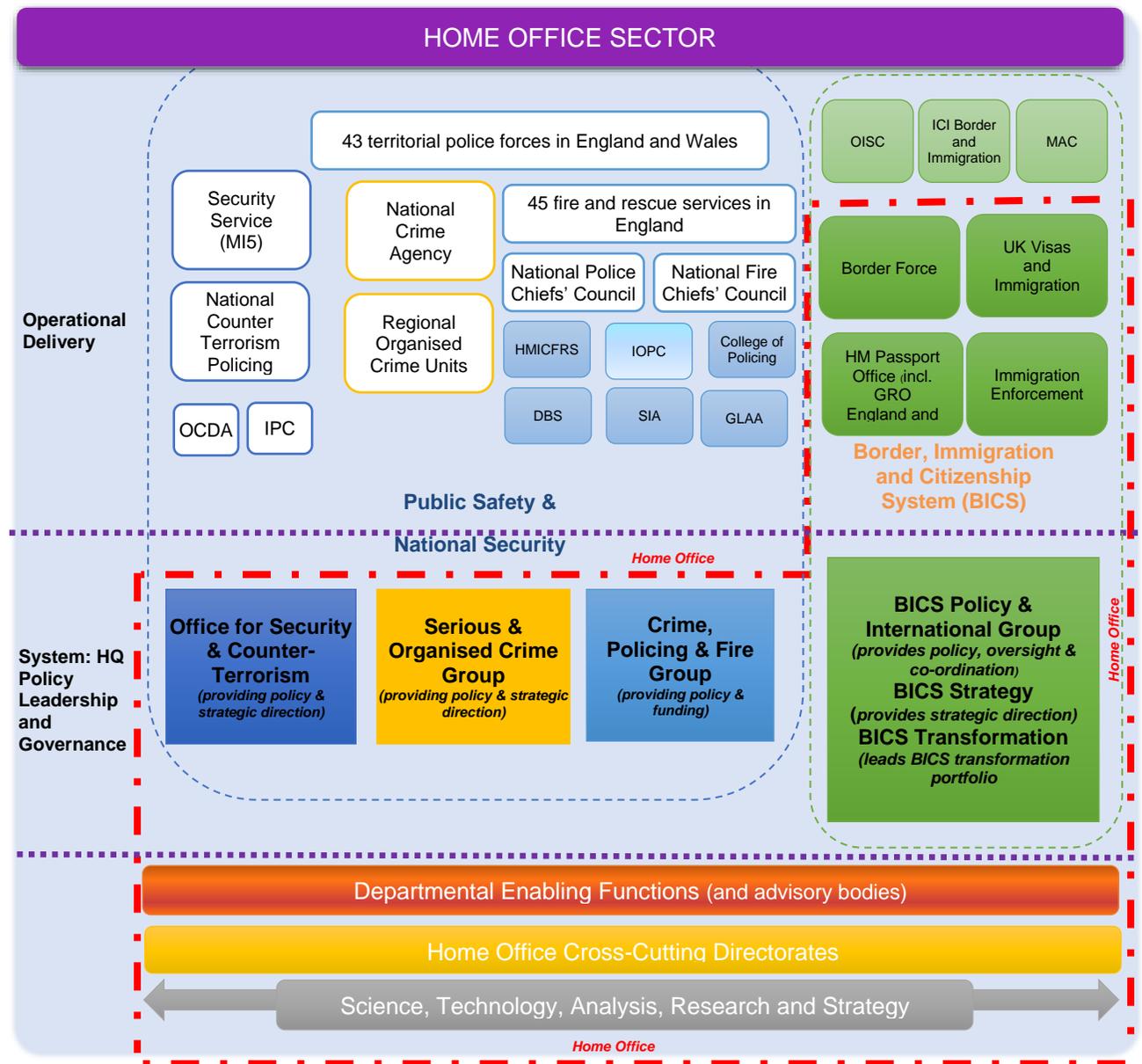
The Home Office

The Home Office is one of the original great Departments of State and has one of the most challenging jobs in Government. Its mission is fundamentally important: to keep Britain's streets safe and its borders secure. Each and every member of Home Office staff plays a part in making that happen.

With a budget of £13.6bn and a staffing profile of up to 35,000, the Home Office leads on immigration and passports, drugs policy, crime policy, counter-extremism and counter-terrorism and works to ensure visible, responsive and accountable policing in the UK. These issues are at the heart of the Government's agenda. The challenges the Department faces are significant and can change rapidly in the global environment in which we operate. This makes it one of the most exciting and stimulating Departments to work in.

Home Office Structure

Further information on the key Directorates in the Home Office can be found on the right.





Permanent Secretary
Matthew Rycroft



Communications
Director: Simon Baugh



HO Science, Technology, Analysis, Research & Strategy
DG & Chief Scientific Adviser: John Aston

HO Strategy

HO Science

HO Analysis & Insight

Private Office Group

Public Safety & National Security

Office for Security & Counter Terrorism



DG Tom Hurd
(Chloe Squires
Acting DG
OSCT)

Serious & Organised Crime Group



DG Julia Kinniburgh

Crime, Policing & Fire Group



DG Tricia Hayes

Strategy & Border Security

Capabilities & Strategic Funding

Economic Crime, Cyber & Anti-Corruption

Tackling Slavery & Child Sexual Exploitation

Public Protection

Resources, Planning & Performance

Policing

Fire & Resilience

Crime

National Security

Prevent & RICU

Protect, Prepare, CBRNE and S&T

National Communications & Intercept Services

CONTEST Directorate

Chief Operating Officer Directorate

Joint Security & Resilience Centre

Border, Immigration and Citizenship

Second Permanent Secretary
Shona Dunn



BICS Transformation

BICS Strategy

BICS Policy & International Group

Border Force

HM Passport Office

UK Visas & Immigration

Immigration Enforcement



DG Glyn Williams



DG Paul Lincoln



DG Abi Tierney



DG Tyson Hepple

Future Border and Immigration System Policy

Windrush, Asylum, Immigration and Citizenship Policy

Europe Directorate

International Directorate

Operational Commands

Strategy & Transformation

Border Systems Improvements

UK & Inter'l Passport Operations

Customer Services

Civil Registration

Public Protection & Counter Fraud

Visas and Citizenship

Immigration & Protection

Resettlement, Asylum Support & Integration

Strategy, Transformation & Performance

Strategy, Transformation & Partnerships

National and International Operations

Crime & Enforcement

Casework & Returns

Corporate Enablers

Capabilities & Resources Group



DG Charu Gorasia

Finance

Portfolio & Project Delivery

Commercial

Security & Estates

Performance, Assurance & Governance



Chief People Officer
Jill Hatcher

Human Resources

Digital, Data & Technology



Chief Digital, Data and Technology Officer
Joanna Davinson

Data & Identity

Legal



HO Legal Adviser
Peter Fish

Legal Advisers

About the Home Office

The Home Office's primary mission is to keep our citizens safe and our borders secure.

The Home Office includes:

- **Crime, Policing and Fire Group** works with police, fire and rescue services and other partners, to reduce crime, vulnerability and extremism, keep citizens safe and become more efficient;
- **Office for Security and Counter Terrorism** works with other Departments and agencies to ensure an effective and coordinated response to the threat of terrorism;
- **Serious and Organised Crime Group** works with the National Crime Agency, police, other Departments, agencies and partner organisations to tackle serious and organised crime;
- **Border, Immigration and Citizenship Policy and Strategy Group** delivers our overall policy approach to tackling migration and border issues;
- **Border Force** is responsible for securing the UK border and controlling migration at 138 ports and airports across the UK and overseas;
- **UK Visas and Immigration** makes high-quality decisions about who comes here, with a culture of customer satisfaction for business people and visitors who want to come here legally;
- **Immigration Enforcement** enforces the law against those who break our immigration laws;
- **Her Majesty's Passport Office** is responsible for issuing UK passports and for overseeing the system of civil registration in England and Wales;
- **Capabilities and Resources** is responsible for ensuring that operational and policy teams in the Home Office have the support they need to achieve the Department's priorities. The work is captured in a wide portfolio of enabling functions including human resources, estates, finance, investment management, performance management, governance and assurance, commercial and security;
- **Digital, Data and Technology (DDaT)** is responsible for delivering the Home Office's technology platforms. The function is made up of more than 3000 staff, augmented by a large number of supplier partners;
- **Science, Technology, Analysis, Research and Strategy** is a new function responsible for setting overall strategy – underpinned by science, analysis, research and technology - across the Home Office, to enable the rest of the business areas to achieve their potential in a single, shared direction.

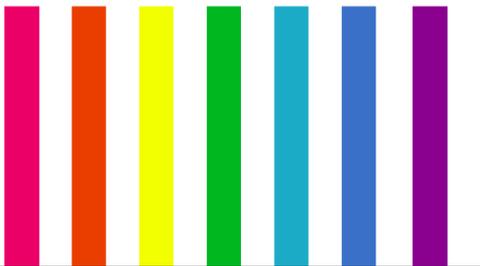
Diversity & Inclusion

Our priorities are to prevent terrorism, cut crime, control immigration, promote growth and transform the Home Office. Creating a diverse and inclusive Home Office is imperative to achieving these objectives.



Diversity and Inclusion Strategy
2018 - 2025

*Inclusive by
Instinct*



Everyone in our workforce is unique and brings their own individual perspectives. We represent different age groups, socio-economic backgrounds, faith and beliefs. To gain the benefits of this diversity we must embed an inclusive culture where everyone feels comfortable voicing their own opinions and ideas.

Creating an inclusive and diverse Department focuses on supporting the wider ambition of creating a 'Brilliant Civil Service' and becoming the UK's most inclusive employer.

Home Office Positive Action Statement

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes are based both on the individual's ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their

potential, offering flexible working arrangements wherever possible.

As a public authority the Home Office has statutory duties placed on it that require it to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the Department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies based on gender, gender identity, race, disability, sexual orientation, religion or belief is incompatible with the work and values of the Home Office.

Positive Action Statement

The Home Office is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.

We particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates, as they are under-represented within the senior civil service.

About the role

Chief Scientific Adviser (CSA) and Director General Science, Technology, Analysis, Research and Strategy

Location

The post could be based at a number of our hubs in London, Croydon, Sheffield and Birmingham, with regular London, national and possibly international travel as required.

Grade and Salary

SCS Pay Band 3. This post is set within the SCS Pay Band 3 salary range. Starting salary will be dependent on your qualifications, knowledge and the relevant experience you are able to offer but is expected to be in the range £111,500 and £140,000.

Existing civil servants will be appointed in line with Cabinet Office pay rules.

Contract Type

This post is offered as a fixed term appointment for three years in the first instance. A loan or secondment will also be considered. Full or part time candidates (minimum of four days) will be considered.

The Role

The Home Office Chief Scientific Adviser (CSA) provides independent scientific advice and challenge to Ministers and senior officials. They work with the Home Secretary, Permanent Secretary, and other Ministers and officials to ensure the best scientific advice is brought to bear on the Home Office's strategy, policy making and operational decisions.

The CSA works to ensure that science and evidence are at the heart of the Home Office and underpin its work. They advise on emerging research and innovation and support horizon scanning, bringing together insights from across scientific disciplines to advise the Home Office on strategic opportunities and risks.

Although the CSA role is an existing one, it is being upgraded to Director General and is expanding to include a number of teams to reflect changing priorities and focus. As such the CSA will also act as Director General for Science, Technology, Analysis, Research and Strategy (STARS) and have management

responsibility for three directorates totalling about 700 people. The three directorates are composed of a wide range of professions (policy, strategy, science, analysis). They are also spread over a range of geographic locations including London, Croydon, Sheffield and Birmingham. Although the transformation has started, the incoming CSA and DG STARS will play a pivotal role in consolidating the bringing together of the directorates under the new DG group.

While top level priorities are driven by Ministers, the role involves a large amount of direction-setting and prioritisation of sought-after resources. The role will involve coordinating and overseeing all the scientific and analytical work conducted by the Home Office, the policy aspects of some science-related areas of Home Office business, as well as overseeing the central strategic function.

The Strategy Group encompasses strategy, briefing and implementation teams, as well as the Private Office, Parliamentary, speechwriting and correspondence teams that directly support Ministers and the wider department. The Group is accountable for both the quality of the Home Office's overall strategy and for building effective relationships and partnerships with stakeholders across and outside Government to frame and deliver our ambitious agenda. The Group brings together a number of existing teams, and a key challenge for the successful applicant will be

to ensure that the Group adds up to more than the sum of its parts, effectively joins up commands across the Department and adds real value to Ministers and to the Department.

The post holder will be responsible for leading and delivering strategic scientific advice in high level and complex work programmes involving millions of pounds of investment. The CSA and DG STARS chairs the oversight committee for capital research and development (R&D) spend across the Home Office, totalling approximately £50M (and likely to significantly increase).

The CSA and DG STARS also fosters scientific engagement and collaboration with external and international bodies to further the Home Office's interests and contributes individual specialist scientific expertise to the Home Office and more widely across Government.

Examples of areas where scientific advice is critical include:

- protecting the public from the threats posed by terrorism and organised crime;
- combating violent extremism;
- understanding trends in crime and how to reduce crime;

- understanding the drivers of migration and the processes of migrant settlement;
- improving our understanding of identity and how biometrics can be used to assure identity.
- Response to national emergencies with a scientific element

The CSA and DG STARS reports to the Permanent Secretary and is a member of the Home Office's Executive Committee. They are professionally independent.

The CSA and DG STARS will participate in the Government Chief Scientific Adviser's CSA network and be expected to play a key role in helping to bring the CSAs together to tackle big cross departmental activities.

Key Responsibilities

The CSA and DG STARS will:

- personally advise the Home Secretary, Home Office Ministers, senior officials and, where necessary, the Prime Minister on the evidence and its use in policy development and delivery and operational decisions, on all matters relating to HO business;
- provide a challenge function to the Home Office's use of science and analysis;

- perform a leadership role for the Home Office's scientists, analysts and the central strategic function;
- have responsibility for Home Office spend on science and research (currently c.£50M, but likely to increase);
- contribute to wider discussions on policy and delivery, drawing on their own professional expertise and that of others;
- support the Home Office's futures and horizon scanning capability, anticipating and advising on strategic risks and opportunities for Departmental policy and emerging research and innovation;
- ensure that Home Office systems for the management and use of science and engineering are of high quality and fit for purpose;
- oversee the Department's science advisory committees;
- be an active member of the cross-Government community of Departmental CSAs;
- engage with external stakeholders on key issues and become actively involved with other bodies domestically and internationally as required;

- act as a media spokesperson for the Department, as required.

Scientific Advice

- Be alert and available to Ministers and senior officials to ensure that robust, integrated and independent scientific evidence is at the core of decisions. This covers the whole range of scientific and technological issues and can involve explanation, support or advice;
- Contribute personal scientific expertise to appropriate projects and topics across the Department;
- Be the departmental head of the Government Science and Engineering profession, and act as convenor and mentor of the analysis Heads of Profession.

External/International Scientific Relations

- Lead on international scientific relationships, notably with the U.S. Department of Homeland Security;
- Build scientific contacts and relationships with academia, learned and professional societies, and industry;
- Engage in scientific work across Government, for example with the Government CSA network, National Security Council, UKRI, and GCHQ.

Research & Development

- Oversee the landscape of the Department's research and development and provide challenge and assurance of quality and processes, carrying out deep dives where appropriate;

- Proactively work with directorates to help them formulate their own science and technology requirements and programmes, and find ways of encouraging others (e.g. academia and industry) to undertake their own research and development along lines that will further the Department's strategic objectives;
- Facilitate horizon scanning, for example by initiating reviews involving appropriate experts.

As one of the Department's senior leaders, the person will also be a strong and visible role model for the Civil Service leadership behaviours. These can be found in the Civil Service Leadership Statement available at <https://www.gov.uk/government/publications/civil-serviceleadership-statement/civil-service-leadership-statement>

Person Specification

Chief Scientific Adviser and DG Science, Technology, Analysis, Research and Strategy

The successful candidate will be an excellent strategic leader, operating at a senior level, with a breadth of experience gained whilst working in large scale, complex organisations.

It is essential that in your written application you give evidence of examples of proven experience in each of the essential criteria of the person specification. These responses will be developed and discussed with those candidates invited for interview.

The successful candidate must be able to demonstrate their experience and skills against these essential criteria:

- Credibility as a scientific leader of international renown in a relevant discipline (for example, social science, physical science or engineering), from academia, industry or other research environment and comfortable in operating across the sciences.
- Experience of high quality strategic thinking and rigorous, evidence based policy making which makes a difference in the real world.
- Extensive senior leadership experience with evidence of developing a compelling organisational vision and providing leadership and direction for large, disparate teams.
- A proven track record of running large scale and complex operations, aligning functions and resources, and deploying people and skills optimally to achieve strategic priorities, with a continual focus on driving high performance and productivity.
- The ability to operate effectively in a complex, multi-stakeholder environment, with a proven track record of influencing at senior levels and effecting delivery through partners.
- A proven track record of seeking out opportunities for innovation and able to build capability and manage rapid change to drive transformation.
- The flexibility and personal resilience to adapt to rapidly changing circumstances in an environment of regular scrutiny by the media, public and others.

Panel



Jan Cameron – Civil Service Commissioner

Jan Cameron was until recently the Group Services Director for Norman Broadbent plc. She has specialised in HR and has also worked for Sainsbury's and Homebase and serves as a member of the Employment Tribunal for HM Courts Service. Jan was appointed as a Civil Service Commissioner on 1 October 2015.



Matthew Rycroft – Permanent Secretary

Matthew was appointed as Permanent Secretary for the Home Office in March 2020. Before that he was Permanent Secretary of DfID. He was the British Permanent Representative to the United Nations from April 2015 to January 2018. From March 2011, Matthew was the FCO's Chief Operating Officer.



Charu Gorasia – Director General, Capabilities and Resources

Charu was appointed Director General, Capabilities and Resources in July 2018. She is responsible for the Home Office's people, finance, estates, commercial, projects and programmes portfolio management, performance, risk, assurance, security and science functions. Prior to this appointment, Charu was the interim Finance Director General at DWP.



Sir Patrick Vallance - Government Chief Scientific Adviser (GCSA)

Sir Patrick Vallance FRS FMedSci FRCP is Government Chief Scientific Adviser (GCSA) and Head of the Government Science and Engineering (GSE) profession. Patrick was President, R&D at GlaxoSmithKline (GSK) from 2012 until 2017. Prior to this, he was Senior Vice President, Medicines Discovery and Development. He joined the company in May 2006 as Head of Drug Discovery.

Expected Timeline

Please note that these dates are only indicative at this stage and could be subject to change.

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process.

The anticipated timetable is as follows:

| | |
|----------------------------|----------------------------|
| Advert Closing Date | Sunday 19 July 2020 |
| Expected shortlist | W/C 10 August |
| Assessments | W/C 17/24/31 August |
| Interviews | W/C 7 September |



The Recruitment Process

This competition is being run in accordance with the Civil Service Recruitment Principles¹. The selection panel will be chaired by Jan Cameron (CS Commissioner) and will also include Matthew Rycroft (HO Permanent Secretary), Charu Gorasia (DG Capabilities and Resources) and Sir Patrick Vallance (Government Chief Scientific Adviser).

If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This may include an individual psychological assessment, staff engagement and media exercises. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

You may also have the opportunity to meet with key stakeholders prior to the final selection panel interview to learn more about the role and the organisation. Further details will be provided if you progress to this stage of the selection process.

The final selection panel interview will most likely be held in London at the Home Office or may be held virtually dependant on developments with COVID-19. You will be advised of the format in advance.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed by the Home Office except in exceptional circumstances and only when agreed in advance with the SCS Recruitment Team.

Application

Saxton Bampfylde has been appointed to advise the Home Office on this recruitment. Candidates should apply for this role through Saxton

Bampfylde's website at <http://www.saxbam.com/candidate-opportunities/> using code **OHFC3**. Candidates should apply by no later than 23:59 on Sunday 19 July. All applications must include:

1. The **role title and reference OHFC3** in the email subject line.
2. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
3. A **Supporting Statement** (around two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential in the person specification. Failure to submit both a CV and Supporting Statement will mean the panel only have limited information on which to assess your application against the criteria in the person specification.
4. A completed **Diversity Monitoring Form**. please note that the panel may not consider your application if this form is not returned. If you do not wish to provide a declaration on any of the characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer. See the [Civil Service Diversity and Inclusion Strategy](#) for more information. This form will also include the **Guaranteed interview request form** for disabled persons (please complete for consideration if required). Further information on the Guaranteed Interview Scheme can be found on the next page.
5. **Nationality form** which will be used to verify that you have the right to work in the UK.

¹<http://civilservicecommission.independent.gov.uk/wp-content/uploads/2018/03/RECRUITMENT-PRINCIPLES-April-2018-FINAL-.pdf>

Please note: the documents stated are mandatory. Applications that do not include all the required documents will not be accepted.

Further Information

Should you wish to have an informal discussion about the role, please contact Katie.Morum@saxbam.com

If you have any queries about any aspect of the selection process, please contact Shah Rahman in the SCS Recruitment Team at scsrecruitment@homeoffice.gov.uk

Equal Opportunities Monitoring

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

The Home Office Positive Action Statement can be found in the Diversity and Inclusion section earlier in this document.

Guaranteed Interview Scheme for Disabled Persons

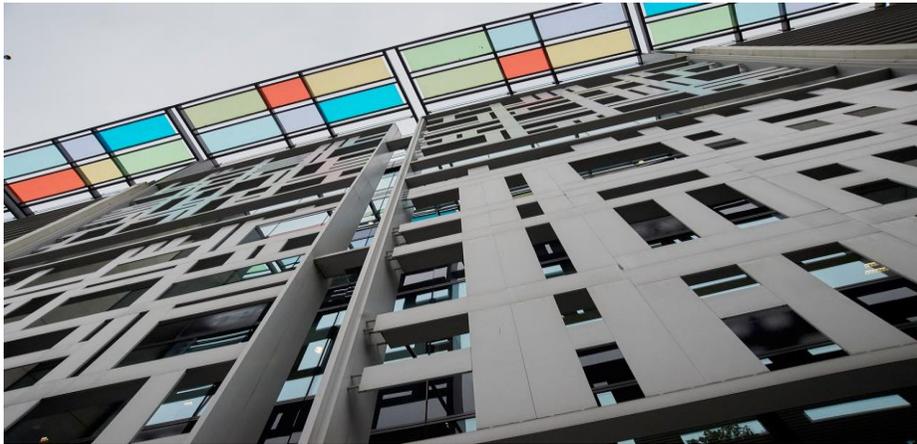
The Home Office is an accredited user of the Government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex C. It is not necessary to state the nature of your disability.

Data Protection

The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, your personal data relating to application will be destroyed after 12 months. If you are successful, data will be passed to the Home Office personnel team.



Terms and Conditions



The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Appointment Term:

This post is offered as a fixed term appointment for three years in the first instance. A loan or secondment will also be considered.

Working Arrangements: This role is available on a full or a part time basis (minimum of four days); we will also consider some flexible working options.

Working Hours: Basic hours of work will be 37 hours per week, excluding lunch breaks. For existing civil servants appointed on level transfer, your current contractual entitlements in relation to basic hours of work will continue to apply.

Location: The post could be based at a number of our hubs, with regular London, national and possibly international travel as required.

Remuneration: The post is set within the SCS Pay Band 3 salary range. Starting salary will be dependent on your qualifications, knowledge and the

relevant experience you are able to offer but is expected to be in the range £111,500 and £140,000. No allowances will be payable.

Please note: Standard Cabinet Office rules on pay will apply to civil servants appointed on level transfer or promotion, their salary will increase by the better of the minimum of the SCS PB3 range or a promotion award of up to 10% more than their current salary will be given (whichever is the greater). Individuals appointed on level transfer will retain their existing salary.

You may be eligible for a non-consolidated annual bonus payment, subject to successful performance, in line with the Home Office Senior Civil Service pay arrangements. These are set annually within the guidelines laid down by the Cabinet Office.

Childcare Support: The Government's Tax-Free Childcare Scheme (TFC), has recently been introduced and replaced all employer provided childcare voucher schemes. You can get up to £500 every 3 months for each of your children to help with the costs of childcare. In order to determine your eligibility, you can find the rules for that scheme on **GOV.UK** at [helping pay for childcare](#).

Annual leave: 25 days annual leave as standard. Existing civil servants appointed on level transfer will retain current contractual entitlements in relation to annual leave and privilege leave.

Nationality: This is a Reserved post. In order to apply for this post you must be a UK National, ie British Citizen, British Subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK, or British Dependent Territories citizen acquiring citizenship from connection with Gibraltar. In order to confirm your eligibility for this post, please complete the nationality form at Annex C which asks for information regarding nationality. This information will also be used to commence the security clearance process, should you be selected for appointment. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

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.

Conflict of interest: If you or your spouse or partner have any business interest or potential conflict of interest with the activities of the Home Office you will be expected to declare this at a later stage. You will also be asked to inform us if you have any indirect association of this kind through any other family member or partnership.

Pre-appointment checks: The responsibilities of the Department mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service. We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.

However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. For more information please contact the SCS Recruitment Team on 020 7035 5191.

Security clearance: The successful candidate will be required to obtain Developed Vetting (DV) level clearance before taking up post. Further information on what this involves can be obtained by contacting the SCS Recruitment Team on 020 7035 5191.

For further information, please follow this link:
<https://www.gov.uk/guidance/security-vetting-and-clearance>

Civil Service Code: The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found at <http://www.civilservice.gov.uk/about/values>.

The role of the Civil Service Commission

What is the role of the Civil Service Commission in relation to recruitment?



- The Home Office's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles, which can be found at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/>.
- Civil Service Commissioners chair selection panels for all external recruitment competitions at Senior Civil Service Pay Band 2 (Directors), Pay Band 3 (Director General) and Permanent Secretary levels. An external competition is one that is advertised outside the Civil Service and candidates who are not existing civil servants may apply.
- If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint you should contact scsrecruitment@homeoffice.gov.uk in the first instance. If you are not satisfied with the response you receive from the Home Office you can contact the Civil Service Commission.
- The Commission publishes a guide that outlines its approach to handling a complaint under the Recruitment Principles. This can be accessed at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>. We would recommend you read this guidance before submitting a complaint.
- Complaints should be sent in writing to: Civil Service Commission, Room G8, 1 Horse Guards Road, London, SW1A 2HQ.