



Home Office

HOME OFFICE

NON-EXECUTIVE DIRECTORS

Recruitment Information Pack

April 2023

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About the Home Office

The Home Office is one of the great departments of state and is the lead for immigration and passports, drugs policy, crime, fire, counterterrorism, and police. Our objectives are to keep the country safe and our citizens secure; cut crime and the harm it causes, including cyber-crime and serious and organised crime. We manage civil emergencies and protect vulnerable people and communities by reducing terrorism and controlling migration. We provide world-class public services, and contribute to prosperity by seeking to maximise the benefits of the United Kingdom leaving the European Union.

Our work and our relationships are underpinned by our values: being respectful, compassionate, courageous and collaborative.

Further Reading

For more information on the Home Office and its activities, please refer to the gov.uk website: <https://www.gov.uk/government/organisations/home-office> and: [Home Office annual report and accounts: 2021 to 2022 - GOV.UK \(www.gov.uk\)](#).

Role Description

We are seeking high calibre Non-Executive Directors (NEDs) with substantial experience of leading complex, operational delivery focused organisations, to support the Home Secretary in the realisation of her ambitious agenda. The NEDs provide a key role in diversifying and strengthening the strategic and operational leadership of the Home Office, complementing the skills and experience of Government Ministers and officials by bringing constructive challenge and advice to the Department's work through a fresh, independent, and external perspective. You will work closely with ministers and officials to support the delivery of a portfolio of priorities linked to key departmental commitments.

Title: Non-Executive Director

Reports to: Home Secretary

Duration: Initial three-year appointment.

Remuneration: £15,000 per annum, for a time commitment of approximately 2 to 3 days per month.

Key responsibilities

The Non-Executive Directors will:

- Support the Secretary of State in her role as chair of the Home Office Departmental Board, enabling the Board to provide advice, support, and challenge on Departmental delivery and strategy.
- Constructively challenge and contribute to the development of strategy and business planning, including the setting and development of key objectives and targets.
- Work with the Permanent Secretaries and their Executive Team to scrutinise the performance of the organisation in meeting agreed goals and objectives, and monitor the reporting of performance, including financial targets.
- Support the delivery of a portfolio of departmental priorities by providing independent scrutiny, support and assurance.
- Attend approximately four Departmental Board meetings per year, and contribute effectively to its subcommittees, as required.
- Connect the Board to people and organisations who can provide different perspectives, opinions and expertise which will assist in furthering the business of the Department.
- Follow the [Seven Principles of Public Life](#) set out by the Nolan Committee on Standards in Public Life.

Person Specification

It is essential that you provide evidence and proven examples against each of the selection criteria below in your personal statement.

Essential Criteria and experience for this role

- Board Level senior operational leadership experience, as an Executive/C-Suite member in large and complex organisations with a specific focus on delivery, ideally in digital, data and technology; automation and efficiency; transformation; operational delivery; or Audit and Risk Assurance.

- Experience of taking high level ideas, turning them into deliverable products or programmes; and monitoring delivery programmes to successful outcomes.
- Ability to understand complex strategic issues quickly, and analyse and resolve difficult problems;
- An understanding of the sectors and partners with which the Department operates, and their commercial drivers;
- An understanding of the key challenges faced by the public sector and the ability to bring experience to bear on these challenges;
- An engaging and collaborative working style with the ability to adapt to a wide range of political and non-political partners; and
- A strong desire to support the successful delivery of the Department's core agenda.

Desirable criteria and experience for this role

- Proven record of leading complex transformation programmes, including experience of process and systems transformation.
- An understanding of how government works, including the role of Departmental Boards, and of the role of NEDs in relation to those of executives and Ministers.
- Audit, Risk and Assurance Experience at a senior level.
- Experience within the digital and / or data sector.
- Knowledge of relevant policy areas, including one or more of migration, crime and policing, national security, and the housing sector (including planning policy and the planning system).
- Legal expertise.
- Strategic communications experience.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Application process Instructions

If you wish to apply for this position, please supply the following by **23:59 hours, 24 April 2023**.

- A **supporting statement** (maximum two sides A4) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- The details of **two professional referees** who can be approached for references.
- In addition, please also complete and return via email the **forms at Annex A**, and **Annex B** relating to diversity and conflicts of interest.

Completed applications should be emailed to H0BoardSecretariat@homeoffice.gov.uk with 'HOME OFFICE NED RECRUITMENT 2023' in the email title field.

Further Information:

If you have any queries about this role or the recruitment process, please contact the Home Office Board Secretariat team H0BoardSecretariat@homeoffice.gov.uk

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.

Advert Closing Date	23:59 hours, 24 April 2023
Panel Interviews	June / July 2023
Meeting with Minister	Expected post interview, likely to be June / July

Selection Process

This role is being completed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The competition will be chaired by Matthew Rycroft (Permanent Secretary), who will ensure the appointments are made in accordance with the Code.

The Home Office Board Secretariat Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting, the panel will assess each application against the essential criteria and decide who to recommend for interview with the Secretary of State.

Interviews are expected to take place in Central London and to last for between 30 and 45 minutes. Further details about the format will be provided to you in advance.

The decision to appoint this role rests with the Home Secretary. Appointable candidates will be invited to meet with the Home Secretary before she makes a final decision.

Terms of Appointment

Appointment Term:

- Your appointment as Non-Executive Director will be made by the Home Secretary.
- The appointment will be for a fixed period of three years.
- Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; Non-Executive Directors are neither employees of the Crown, nor of the Home Office.
- Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment:

- Members will receive £15,000 per annum, based on a minimum expected time commitment of two - three days per month attendance.
- The Home Secretary expects Non-Executive Directors to play a central role in supporting and assuring the delivery of her priorities and will want to understand more about the time commitment you can make to help realise the Government's ambitious manifesto.
- The remuneration is taxable through the Home Office payroll, but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on Home Office business at rates set by the Home office.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

Location: You will be required to attend meetings in London at Home Office HQ on Marsham Street

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Availability: The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidates will be required to have or to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required 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.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 and Companies Act 2006; and
- anyone who has been removed from trusteeship of a charity.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Review Body's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life.

Registration of interests: The purpose of these provisions is to avoid any danger of Board Members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Home Office in the **form in Annex A**. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their tenure at the Home Office and must declare any party-political activity they undertake in the period of their appointment.

Positive Action Statement: The Department is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We endeavour to promote this approach in those with whom we come into contact. 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.

As part of the application process, we ask candidates to complete equal opportunities monitoring information. This will help us to 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.

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.

Our data protection policy is in line with the requirements of the Data Protection Act and the requirements of the Cabinet Office Governance Code on Public Appointments. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Home Office for a period of at least two years.
- If you apply, the form and any supporting documentation will be retained for at least two years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least two years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Hannah Sassa at Hannah.Sassa@homeoffice.gov.uk.

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

We encourage a diverse workforce and welcome applications from all suitably qualified people.