



Home Office

DIRECTOR GENERAL

INDEPENDENT OFFICE FOR POLICE CONDUCT

Recruitment Information Pack

October 2023



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Background

The Independent Office for Police Conduct (IOPC) investigates the most serious and sensitive incidents and allegations involving the police in England and Wales. It also oversees the police complaints system, and sets the standards by which the police handle complaints.

The IOPC is independent from the police, government and interest groups, with the aim of making the police more accountable to the public. The IOPC carries out hundreds of investigations into incidents and allegations involving the police each year. These include investigations into:

- Deaths or serious injuries during or following police custody
- Police shootings
- Allegations of use of excessive force

The IOPC was formed in January 2018. Before this, it was the Independent Police Complaints Commission. Since 2013, the IOPC has doubled in size and now takes on six times as many investigations. This led to structural changes and increased powers through the Police and Crime Act 2017, which reflect the reformed organisation.

For more information about the work of the IOPC please visit the website [here](#).

IOPC Review

The Home Secretary appointed Dr Gillian Fairfield (Chair of the Disclosure and Barring Service) in March 2023, to lead an [independent review of the IOPC](#). The review forms part of the wider Cabinet Office Public Bodies Review Programme and will consider the IOPC's efficacy, efficiency, governance and accountability.

The review outcomes will be published later this year and the newly appointed Director General will be responsible for driving forward a response to the recommendations.

“The IOPC plays a vital role in holding police forces to account - ultimately preventing crime, protecting the public, and securing public trust. As the Director General, you will lead the IOPC's work, and be highly influential in setting the culture and effectiveness of the organisation, to ensure that it commands public confidence. You will directly manage the team of directors responsible for the organisation's work.

You will be the principal public face of the organisation, representing the organisation in the media and liaising with ministers, Parliament, and key stakeholders in the community and police service. You will also chair a unitary board, working jointly with the non-executive directors to determine and promote the strategic aims and values of the IOPC and to ensure good corporate governance and financial management. If you are motivated to play a key role in helping IOPC achieve its mission, then I encourage you to make an application.”

Jaee Samant CBE
Director General – Public Safety Group, Home Office

Role Description

Role: Director General, Independent Office of Police Conduct

Remuneration: £181,000 (full time public appointment)

Reporting to: Home Secretary

Location: National (based in Central London)

Term length: Initial term of 3 years (extendable to 5 years)

Purpose:

The role of the Director General is to ensure that the IOPC delivers on the following 3 functions:

- To independently investigate serious and sensitive cases where police misconduct is alleged or where someone has died or sustained serious injury.
- To act as a review body for members of the public whose complaints, if proven, could result in charges of misconduct or criminality.
- To secure and maintain public confidence in the police complaints system as a whole.

The Director General is responsible for:

- Leading the Independent Office for Police Conduct.
- Acting as the organisation's senior decision-maker and ensuring effective delegation of decision-making responsibilities through the organisation.
- Ensuring that the organisation carries out effective investigations, appeals and oversight of the complaints system.
- Building and maintaining excellent relationships with key stakeholders. This also includes acting as the central public facing figure in the organisation which encompasses media and parliamentary appearances as well as national public events.
- Leading, managing and developing an effective, high-performing senior team and through them ensuring that the organisation has the people, systems, and processes to ensure day to day delivery of high-quality business.
- Provide inspirational leadership across the organisation that promotes a high performance and continuous improvement culture which champions and embraces diversity.
- Providing guidance and learning recommendations to policing and others and working with others across policing, including bodies such as the National Police Chiefs Council; the College of Policing and HMICFRS to ensure effective systems leadership
- Reporting to the Home Secretary and Parliament on the organisation's work and performance.

- Working effectively with the unitary board (which the role currently chairs), which contains a majority of non-executive directors to determine and promote the strategic aims of the IOPC and ensure effective governance arrangements.
- As Accounting Officer, ensuring robust financial systems and procedures are in place.
- And, following the periodic review of the IOPC, driving forward a response to recommendations and outcomes of that review.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One** only of the person specification. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

This is a demanding and high-profile role which demands strong leadership skills proven in a complex environment with multiple and diverse stakeholders. There is no prescribed background for the Director General and you do not need experience in the criminal justice system but candidates will need to demonstrate a broad understanding of the IOPC remit and policing.

To avoid conflicts of interest, former police officers or police staff in any part of the UK are not eligible to apply for the role.

Part One – Essential Criteria

Experience and Skills

- Significant senior leadership and management experience, with a track record of success in a complex, sensitive and high-profile environment.
- A professional background that will inspire confidence in your ability to lead and ensure robust independent and impartial investigations across the IOPC remit.
- Excellent judgement and strong analytical skills with proven ability to make judgments and difficult decisions in complex and technical matters.
- High level of political awareness and sophisticated relationship management skills proven with a wide range of stakeholders including diverse communities.
- Proven change leader able to demonstrate how you had led an organisation through significant reform and transformation and worked across organisational boundaries to deliver improvements.

Part Two – Desirable Criteria

Experience and Attributes

- Experience of working with or in a board to create effective governance structures in an organisation with a national remit.

- Experience in a regulatory, complaints adjudication or similar environment.
- Integrity, combined with flexibility and adaptability.
- Knowledge or understanding of policing and/or the criminal justice system, investigation and disciplinary processes.
- Considerable personal resilience, given the individual responsibility and high profile of this role and sometimes critical public scrutiny.
- Ability to command public confidence and the respect of the Police Service and Parliament.
- Confident public speaker with experience in a variety of settings where decisions are under tough internal and external scrutiny.
- Experience in handling media interviews would be helpful.

Security clearance: The successful candidates will be required to have or be willing to obtain security clearance to Developed Vetting (DV) level. For further information about the security vetting process, please click [here](#).

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

Response Instructions

The closing date for applications is 23:00 Monday 20 November 2023.

Please submit the following 3 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

- 1. A concise CV (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.**
- 2. A short supporting statement (maximum two sides A4, minimum 11 font) 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.**
- 3. Please complete and return via the site the form at Annex B (attached separately), relating to conflicts of interest.**

Please submit your application documents as 3 separate attachments and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information.

Please note the following:

- We cannot accept applications submitted after the closing date.
- Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.
- Applications will be acknowledged upon receipt.
- Feedback will only be given to unsuccessful candidates following interview.

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Elinor Howard at elinor.howard@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages: <https://www.gov.uk/guidance/public-appointments>

Indicative Timetable

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

Closing Date	23:00, Monday 20 November 2023
Short-list Meeting	Expected w/c 4 December
Candidate Interviews	Expected w/c 8 January
Meeting with Home Secretary or Minister (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel for this recruitment will comprise Jaee Samant CBE (Director General, Public Safety Group, Home Office) who will act as chair, Rosie Varley OBE (Senior Independent Panel Member), and Michael Fuller QPM as an expert independent member.

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition. At the short-listing meeting, the selection panel will assess each application against the essential criteria and decide whom to invite for final interview. As part of the overall interview process, short-listed candidates will be required to undergo a virtual media assessment exercise. Further details about the format will be provided to you in advance.

Appointable candidates may be invited to meet with the Home Secretary, before making a decision on whom to recommend for appointment. She will then seek the Prime Minister's agreement before approaching HM the King to agree and issue a Royal Warrant for the appointment. As a result, there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This role is regulated by the Commissioner for Public Appointments.

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

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 Public Appointments Team.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or IOPC. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for an initial term of 3 years (extendable to 5 years). There is also a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration and Time Commitment:

- This is a full time position.
- Remuneration will be £181,000 per annum, which is taxable through the IOPC payroll.
- Travel and subsistence expenses will be paid in relation to the performance of your duties as Director General, in line with the IOPC expense's policy.
- Home to office travel will not be reimbursed.

Location: This is a national role within England & Wales, although the IOPC Office is currently based in Canary Wharf. As such, you will be expected to travel as necessary to locations within the UK, or overseas, in order to carry out your duties effectively.

Annual leave: You will be entitled to take 30 annual leave days per year. In addition, you will receive eight days Bank and Public Holidays, to be taken at specific times of the year.

Pension: The successful candidate will be entitled to join the NEST Pension Scheme. Additional details can be found on the website: [Workplace Pension Scheme | Nest Pensions](#). You may choose to opt out should you wish.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Developed Vetting (DV) level and Police vetting. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes approximately three to six months to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment 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, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; and

- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 12). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of the Director General 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 as Director General in a separate form. 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 time on the Board and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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.

Disability Confident: 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 (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.