



Home Office

# FORENSIC SCIENCE REGULATOR

## Recruitment Information Pack

November 2024



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## Foreword from Professor Jennifer Rubin

Dear Applicant,

I am delighted that you are interested in the role of the Forensic Science Regulator (FSR). The Regulator plays a pivotal role in maintaining excellence in Forensic Science quality standards that are integral to a fair and transparent Criminal Justice System. They provide the Home Secretary with independent and robust assurance that quality standards are adhered to by Forensic Service Providers and leads to effort to ensure those standards are maintained and new standards developed in what is an ever-changing Forensic Science landscape, where new tools and techniques such as digital forensics are being applied to enhance criminal investigation.

In particular, the Forensic Science Regulator Act 2021 made the role of the FSR a statutory one and requires the FSR to prepare and publish a code of practice. The FSR has a national profile and is frequently at the heart of the debate around challenges faced in Forensic Science. The regulator meets regularly with Home Office officials, and with Ministers as appropriate, provides evidence at Parliamentary Select Committees and leads the debate on Forensic Science quality. They also prepare an annual written report to the Home Secretary and publish regular advice, updating standards that are vital in maintaining and improving the quality of Forensic Science in England and Wales.

We are looking for someone with a proven reputation in Forensic Science with strong leadership, communication and technical skills to take on a role at a challenging time for Forensic Science in the Criminal Justice system and will work with a busy and enthusiastic team of scientists to drive forward the development and enhancement of Forensic Science quality standards.

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 wider Civil Service, and I welcome applications from underrepresented groups.

**Professor Jennifer Rubin**  
**Home Office Chief Scientific Adviser**

## About the Forensic Science Regulator

The statutory Forensic Science Regulator (FSR) is appointed by the Home Secretary under the Forensic Science Regulator Act 2021 ('the Act'). The FSR ensures that the provision of Forensic Science services across the criminal justice system is subject to an appropriate regime of scientific quality standards. The regulator is responsible for:

- Preparing and ensuring compliance with the FSR's statutory code of practice;
- Identifying the requirement for new or improved quality standards;
- Leading on the development of new standards;
- Instigate and take action on substantial risks within the remit of the FSR including the issue of compliance notices and completion certificates; and
- Where necessary, providing advice and guidance so that providers of Forensic Science services can demonstrate compliance with common standards.

Although sponsored by the Home Office, the regulator is a public officer holder and operates independently of the Home Office, on behalf of the criminal justice system as a whole. They are appointed in accordance with the Act and in line with the requirements of the [Governance Code on Public Appointments](#).

The regulator is supported by a team of civil servants (8 scientists) based in London and Birmingham. As part of this support, the Home Office occasionally procures small pieces of research on the regulator's behalf.

The regulators latest annual report is available [here](#).

## Role Description

<b>Title:</b>	Forensic Science Regulator
<b>Remuneration:</b>	£100,000 - £130,000 (full time public appointment)
<b>Appointment:</b>	Three-year appointment with the possibility of re-appointment
<b>Location:</b>	Flexible, with regular travel to Birmingham and Central London required, where the Office of the Forensic Science Regulator's team are based.
<b>Accountability:</b>	Home Secretary

### Purpose:

We are seeking a highly skilled candidate who will hold the position of Forensic Science Regulator (FSR). The role of the FSR is to:

- Prepare and consult on a Code of Practice for Forensic Science activities carried out in England and Wales and publish the Code following approval by the Secretary of State and both houses of parliament.
- Establish and maintain mechanisms that will bring to the attention of the Forensic Science Regulator any risks to the provision of Forensic Science activities that adversely affect a criminal investigation or impede or prejudice the course of justice in any proceedings.
- Instigate and take action on substantial risks within the remit of the FSR including the issue of compliance notices and completion certificates.
- Prepare and publish guidance or reports and provide advice or assistance on any matter relating to Forensic Science activities carried on in England and Wales.
- Prepare and publish an annual report about the exercise of the Regulator's functions and provide a copy of the report to the Secretary of State.
- Provide visible leadership and promote the regulation of Forensic Science across the Forensic Science community and the wider public to improve understanding of, and confidence in, Forensic Science regulation.
- Establish effective strategic relationships with key providers of Forensic Science services including police forces and commercial companies, and stakeholders including parliamentary committees, United Kingdom Accreditation Service, National Police Chiefs' Council, Association of Forensic Science Providers, Home Office and criminal justice organisations.
- Agree and jointly monitor an annual forensic regulation delivery plan with the Head of the Office of the Forensic Science Regulator that includes, priorities, deliverables and milestones.

The role is also subject to Parliamentary Scrutiny, for example through providing evidence at the request of Parliamentary Select Committees on Forensic Science quality issues.

## Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in the person specification, in so far as you are able. These responses will be further developed and explored with you if invited for interview.

### Essential skills and Experience

To be considered for this role, you must be able to demonstrate that you have the qualities, skills and experience to meet the criteria below:

The FSR will demonstrate the ability to meet the following essential criteria.

- A scientific, technical or other qualification in an allied discipline of relevance to Forensic Science (e.g., a chemistry/physics/computing/engineering science degree) at first degree level or higher. Alternatively, a demonstration of multiple years of experience working in Forensic Science and quality management.
- Substantial background in operating at a senior level in a relevant field, encompassing at least one of the following:
  - leadership in a forensic, or related, scientific discipline;
  - the development and application of quality standards in a scientific or technical environment;
  - the regulatory process involving scientific standards; or
  - the criminal justice system.
- A demonstrable ability to engage effectively with and influence a wide range of stakeholders at senior level including advanced communication skills, orally and in writing.
- A demonstrable ability to assimilate and apply scientific concepts.
- Demonstrable experience of weighing complex competing demands and making finely balanced judgements.

**In addition, applicants will be able to demonstrate one or more criteria:**

- An understanding of the construction and application of statute law.
- Knowledge of quality management systems and competence assessment.

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

## Response Instructions

The closing date for applications is 23:00hrs on 6 January 2025.

Please submit the following 2 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 **comprehensive 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.

Please include the heading (Forensic Science Regulator) in the subject box.

Please submit your application documents as 2 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation. We will assess it based solely on documentation provided.**
- **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 [Mark.Greenhorn@homeoffice.gov.uk](mailto:Mark.Greenhorn@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](mailto:publicappointments@homeoffice.gov.uk)

**If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)**

## 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	23:00hrs, Monday 6 January 2025
Short List Meeting	w/c 20 January 2025
Final Panel Interviews	w/c 17 February 2025
Meeting with Minister (if required)	Expected post interview

## Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments<sup>1</sup>, 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 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 will be chaired by Christophe Prince (Director, Data & Identity Directorate, Home Office) and include Dr Nicholas Moiseiwitsch (Home Office Deputy Chief Scientific Adviser), and Olivia Grant as an independent panel member. The panel will ensure the appointments are made in accordance with the Governance Code.

The Home Office Public Appointments 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 selection panel will assess each application against the essential criteria and decide who to invite for interview.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. 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 appointment is regulated by the Office of the Commissioner for Public Appointments.***

**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.

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

## Terms of Appointment

**Nature of Appointment:** The successful candidate will not be an employee of the Home Office or the Office of the Forensic Science Regulator. Accordingly, nothing in this document shall be construed as, or taken to create a contract of employment between the successful candidate and the Department or His Majesty's Government.

**Appointment Term:** The successful candidate's appointment as Forensic Science Regulator 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, appointments may be terminated prior to the conclusion of the period of appointment.

### Remuneration and Time Commitment

- Full Time.
- The role is remunerated at £100,000 - £130,000 per annum.
- The remuneration is taxable through payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.

**Location:** Flexible, the Office of the Forensic Science Regulator is based in London and Birmingham and some attendance at both the London and the Birmingham Office of the Forensic Science Regulator will be necessary.

**Availability:** The successful candidate will be encouraged to take up their 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 SC level. It usually takes between 4-6 weeks 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 the appointment as soon as possible, subject to the successful completion of all reappointment checks.

**Confidentiality:** The successful candidate will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during 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; 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](mailto: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 a public appointee 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 Forensic Science Regulator when you apply. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** The Forensic Science Regulator will need to show political impartiality during their time on the Board and must declare any 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 race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information when they apply. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information will be treated as confidential and used for statistical purposes only. The information will not be treated as part of your application.

**Disability Confident 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 indicate when applying. It is not necessary to state the nature of your disability.

Whether you choose to apply under DCS 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:** 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](mailto:dpo@homeoffice.gov.uk).

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to review, verify, correct or request erasure of your personal details, object to the processing of such or request that we transfer a copy of such to another party please contact [dpo@homeoffice.gov.uk](mailto: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](mailto: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: <https://publicappointmentscommissioner.independent.gov.uk>.

## 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.