



Home Office

HOME OFFICE

NON-EXECUTIVE DIRECTORS

Recruitment Information Pack

April 2025



**INVESTORS
IN PEOPLE**

Bronze



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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 reducing and preventing crime, including cyber-crime and serious and organised crime, and ensuring people feel safe in their homes and communities. 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 the UK's economic prosperity.

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: 2023 to 2024 - 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.
- Contribute to the Home Office Audit, Risk and Assurance Committee as a potential member.
- 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

- Knowledge: a clear understanding of the work, priorities and challenges of the organisation and the context within which it operates.
- Experience: a strong track record of delivery on significant policy issues within the private, public or voluntary sectors.
- Relationship building ability to build strong stakeholder relationships, including with Ministers and Senior Government officials and external stakeholders.
- Communication: strong communication and interpersonal skills with the ability to listen, accept challenge and constructively challenge others in discussions with clarity and respect.
- Judgement: effective decision-making skills with the ability to critically analyse a wide range of information to make clear and objective evidence-based recommendations to support the delivery of the organisation's objectives.
- Collaboration: ability to work closely with the executive board and other key stakeholders, providing support, constructive challenge and assurance as appropriate.

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.

Response Instructions

The closing date for applications is **23:59 on Thursday 5 June 2025**.

Please submit the following two 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.

Please submit your application documents as two 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 this role or the recruitment process, please contact the Home Office Board Secretariat team HOBoardSecretariat@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 [here](#)

Indicative Timetable

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

Closing Date	23:00, Thursday 5 June 2025
Short-list Meeting	Expected w/c 9 June 2025 TBC
Candidate Interviews	Expected late June 2025 TBC
Meeting with Home Secretary or Minister (if required)	TBC

Selection Process

This role is being competed in accordance with the [Governance Code on Public Appointments](#), 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 will be chaired by a Home Office Permanent Secretary and consist of Tim Robinson (Home Office Lead Non-Executive Director) and an independent panel member TBC.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. Further details about the format will be provided to you in advance.

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.

Terms of Appointment

Nature of Appointment: The successful candidate will not be an employee of the Home Office, nor the Home Office Board. 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:

- Your appointment as a HO NED 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; NEDs 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:

- NEDs will receive £15,000 per annum, based on a minimum expected time commitment of two - three days per month attendance.
- The Home Secretary expects NEDs 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.
- NEDs 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

Availability: The successful candidates 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. Further details about the vetting process can be viewed here: [United Kingdom Security Vetting: clearance levels - GOV.UK](#)

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 (page 11).

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- 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

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 Home Office Board in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: NEDs will need to show political impartiality during their time on the Home Office Boards 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 on the public appointments website. 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: 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](#)

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.