



Civil Service



Ministry  
of Defence

# Chief Digital Information Officer Defence Medical Services SCS Pay Band 1

Reference: GSe67695

Closing date: 23:59 on Sunday 7 March 2021



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# About the Ministry of Defence

## Our vision

The first duty of Government is to defend our country and to keep our people safe. Our national security and our economic security go hand-in-hand. Our strong economy provides the foundation to invest in our security and global influence, which provides more opportunities at home and overseas to increase our prosperity.

In a more dangerous world, we have chosen to use our hard earned economic strength to support our Armed Forces and give them what they need to help keep Britain safe. We will increase defence spending every year and continue to meet NATO's target to spend 2% of GDP on defence for the rest of the decade.

In the 2015 Strategic Defence and Security Review (SDSR) we set out plans for stronger defence with more ships, more planes, more troops at readiness, better equipment for special forces, and more for cyber. We will protect our people, territories, value and interests, at home and overseas, through strong armed forces and in partnership with allies, to ensure our security and safeguard our prosperity.

We have four strategic objectives:

1. **Protect our People:** We will defend and contribute to the security and resilience of the UK and Overseas Territories, protect our people abroad, maintain the Continuous At Sea Deterrent and conduct operations as required.
2. **Project our Global Influence:** We will contribute to improved understanding of the world and increase our influence in the regions that matter to us, through strategic

intelligence and the global defense network. We will reinforce international security and the capability of our allies, partners and multilateral institutions.

3. **Promote our Prosperity:** We will contribute to the UK's economic security, support our industry including through innovation and exports, continue to invest in science and technology and contribute to the wider skills and citizenship development that support British society.
4. **Maintain a strategic base and integrated global support network, and manage the Department of State:** We will maintain an agile strategic base and global support network that enable the command, generation, preparation, projection, sustainment, maintenance, operation and redeployment of military capability in support of the Defence objectives. This reflects the nature of the Department as a Strategic Military Headquarters as well as being a Department of State. We will command UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment, logistics and medical.

## Defence in a Changing World

The National Security Strategy and SDSR15 highlighted the changing and increasingly uncertain international security context in which Defence must operate. The associated National Security Risk Assessment concluded that the risks and threats faced by the UK have increased in scale, diversity and complexity; the increasing threat posed by terrorism, the resurgence of state-based threats, the impact of technology, and the erosion of the

rules-based international order are now particular challenges for the UK. We have made major reforms to how the Ministry of Defence (MOD) and Armed Forces are organised and operate to ensure that we can maximise our investment in Defence capabilities.

We must adapt to stay ahead, configure our capability to address tomorrow's threats, not yesterday's, build more versatile and agile forces for the future, and ensure our people have what they need to do what we ask of them. We cannot do everything on our own, so we must work effectively with our Allies and partners. And we must spend our budget wisely.

The Prime Minister has committed to hold the largest review of the UK's foreign, defence, security and development policy since the end of the Cold War. The Integrated Review will cover all aspects of the UK's place in the world, from the role of our diplomatic service and approach to development to the capabilities of our Armed Forces and security agencies.

The review will be policy-led and will go beyond the parameters of a traditional review by considering the totality of global opportunities and challenges the UK faces and determining how the whole of government can be structured, equipped and mobilised to meet them. It will look at areas such as the procurement process used by the Armed Forces and other security services, ways to tackle Serious and Organised Crime more cohesively by building on the work of the Mackey Review and how we can better use technology and data to adjust to the changing nature of threats we face – from countering hostile state activity to strengthening our Armed Forces. All this will be undertaken with the aim of creating a more coherent and strategic approach to our overseas activity.

## Our People

Every hour of every day, our people are supporting operations around the globe, protecting Britain's shores, developing world-class weaponry, and partnering with our international allies.

However, our success depends on our people – our Whole Force – Regulars and Reservists, civil servants and contractors, all working as one.

### We require:

- Leadership at every level of Defence that is **Inspiring, Confident and Empowering**: making the right decisions at the right time for the right reasons – and learning from the things that go wrong;
- Strong Armed Services with a war-fighting ethos and a willingness to adapt, and an effective Ministry of Defence, working together to make Defence as a whole stronger;
- Modern, innovative ways of doing business, where individuals accept responsibility for decisions and we weed out duplication, red-tape, waste and delay.

We employ all kinds of people across a wide range of interesting and rewarding jobs and if you join us you will be doing work that makes a difference and really matter. Click [here](#) to hear more from our staff on their experiences of the Ministry of Defence.

### Employer of Choice

The vision for Defence People is that our outputs are delivered by the right mix of capable and motivated people that appropriately represent the breadth of the society we exist to defend, now and in the future.

People in Defence must bring diversity of talent, experience, personal characteristics, perspective and background; this is not only morally right, but is fundamental to the operational effectiveness of Defence.

We strive to be an employer of choice, through recognising, encouraging and celebrating diversity. We aim to be an organisation that not only encourages everyone to be themselves in the workplace but makes a clear link between embracing individual diversity and the successful delivery of Defence outputs.

### **What we aim to achieve:**

- Ensuring MOD has a good quality evidence base to make decisions and direct resources.
- Each person who works in defence feels and believes they are treated fairly and that the work practices and environments correctly support their individual needs to enable them to do their job effectively.
- Business leaders and managers, both individually and collectively in Top Level Budgets (TLBs), intuitively factor diversity and equality into their decision making.
- Individual members of staff understand their role and take responsibility for making the MOD diversity and inclusion philosophy a reality, such that policies are implemented and the gap between the rhetoric and experience is closed.
- Assuring that MOD is legally compliant across the equality spectrum.

### **Force for Inclusion**

A copy of the MOD's **Diversity and Inclusion Strategy 2018-2030** is also available to download from the Civil Service Jobs website. In it, the Department details its commitment to Defence harnessing the power of difference to deliver capability that safeguards our nation's security and stability.

**Defence offers a fascinating and fulfilling career path whether you want to work in policy, operational delivery, corporate services or a particular specialist area and what's great is that it's not just theoretical. You will have the opportunity to make some of the most complex, enriching and rewarding programmes and changes happen within Government that directly protect and defend our nation and those who live here. We care about what we do, we embrace diversity and we would love you to come and work with us.**



**Best wishes,  
Sherin Aminossehe  
Director Infrastructure & MOD Race Champion**



# Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.



We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

## What's in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things

differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

## What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more.](#)



# Foreword from Dr Peter Homa

Thank you for your interest in the Chief Digital Information Officer (CDIO), Defence Medical Services position within the Ministry of Defence's Strategic Command. If you are looking for an important and exciting challenge, I encourage you to carry on reading.

We are looking for a new CDIO at a key time, as we seek to optimise Defence healthcare delivery for an evolving, mobile, increasingly diverse workforce.

In HQ Defence Medical Services, a division of Defence Medical Services, we operate with considerable size and scope as the provider of healthcare services to over 135,000 tri-service personnel and their families; many of whom frequently operate in remote and austere locations. The services we provide are broad, spanning primary medical and dental care, occupational health, public health, force preparation, travel medicine, mental health and rehabilitation.

The provision of consistently exemplary health services to the many complex communities we serve around the globe is of the utmost importance, and digital, data and technology innovation has a significant role to play in our continued pursuit of outstanding patient care and clinical excellence.

You will join us during a period of transformation, as we invest in new technology platforms that will not only provide a strong foundation for digital innovation, but also enable us to benefit from enhanced data capability, so that together we can operate as an occupational health and patient care organisation in the

information age. Given our tri-service mandate, interoperability, single patient view, self-service, and easy access, regardless of geography, to trusted data are shared goals.

This is a new role through which we will significantly accelerate progress, as we reimagine our approach to the delivery of healthcare. As our new CDIO and member of HQ Defence Medical Services' Executive Committee and Senior Leadership Team, you will perform a highly visible and impactful role, collaborating with a range of colleagues throughout Defence Medical Services to lay strong foundations for digital investment. We are early in our digital journey, so your input will be relied upon to ensure that we make good decisions as we transition away from legacy platforms and ways of working, to embrace the opportunities open to us.

We have a real appetite for agility, pace and innovation and we are keen to push the boundaries of what technology can do, not only to support the wellbeing of our people, but also to maximise our operational readiness and support. Your ability to think laterally and work creatively will be critical.

We are looking for a respected leader who brings substantial Digital, Data and Technology (DDaT)-enabled change experience, ideally gained in a clinical setting. In addition to your recognised personal subject matter expertise, you will bring coherent and thoughtful leadership capability, with the credentials and experience to prioritise well and make good decisions regarding the growth and development of the digital team,



establishing mutually beneficial partnerships and supplier ecosystems to iteratively develop and deliver all aspects of the Digital Healthcare Strategy.

This is a senior leadership role in which you will be required to make a broad, strategic contribution to the leadership and performance of our organisation. We embrace change and diversity, and we will be looking for an individual with an inclusive leadership style, who is able to help create a culture in which talented people thrive and develop, and in which they are able to respond to the changing needs of the increasingly diverse Services we support.

We are excited about what you will help us to achieve in this ambitious role. If you think this is the opportunity for you, we look forward to hearing from you.



**Dr Peter Homa, CBE**  
**Director General, Defence Medical Services**  
January 2021



# About Defence Medical Services

Defence Medical Services is part of the Ministry of Defence's Strategic Command. Fellow organisations include (but are not limited to) Permanent Joint Headquarters, Defence Intelligence, Joint Force Development (including the Defence Academy) and Defence Digital (which co-ordinates defensive cyber operations for the UK and supports overall cohesion of all information technology across the MOD).

At Defence Medical Services, our primary role is to promote, protect and restore the health of the UK armed forces to ensure that they are ready and medically fit to go where they are required in the UK and throughout the world. Defence Medical Services is made up of the Navy Medical Service, Army Medical Service, the Royal Air Force Medical Service and HQ Defence Medical Services (formerly known as Joint Medical Group). We operate with a budget of £500million and are staffed by around 12,100 service personnel (8,100 regular and 4000 reserve) and 2,500 civilian personnel and together, we provide healthcare to 135,360 UK Armed Forces personnel.

Defence Medical Services operations are dispersed throughout the UK and overseas and include Regional Rehabilitation Units, across the UK and Germany; Ministry of Defence Medical Services Group Units, which are embedded within NHS Trusts; The Royal Centre for Defence Medicine, based in Birmingham;

and The Defence Medical Rehabilitation Centre, based at Stanford Hall near Loughborough. Mental health services are delivered through a network of Departments of Community Mental Health, Mental Health Teams, and some additional locations have a dedicated permanent Community Mental Health Nurse. There is also deployable healthcare capability for military and humanitarian operations.

In HQ Defence Medical Services, service personnel and civilians work side by side as medical, dental and allied healthcare professionals and with other personnel with the relevant business and technical skills. The range of services they provide includes primary healthcare, dental care, rehabilitation, occupational medicine, community mental healthcare and specialist medical care.

# Job Description

## Job Title

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Chief Digital Information Officer

## Location

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Contractual Base location – HQ Defence Medical Services, Lichfield, Staffs. Typically circa 1-2 days pw to be spent in Lichfield, with a combination of remote working and travel, as required, to other DMS locations. – Note that the team has been working at home in accordance with Government COVID-19 advice. A significant degree of remote working is likely to continue for the immediate foreseeable future.

## Salary

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The post is a Senior Civil Service Pay Band 1 level (SCS PB1). The salary is £100,000 per annum, but more may be available for an exceptional candidate.

Civil Service candidates on level transfer will retain their existing salary. Candidates on promotion will have their base salary

increased by 10% or receive the starting salary for SCS PB1; whichever is higher.

## Contract Type

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This role is offered on a permanent basis.

## Security Clearance

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You will need to hold, or be willing to obtain, Developed Vetting (DV) clearance.

## Job Description

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HQ Defence Medical Services is driving significant organisational, people, process and technology change in order to continue its evolution towards becoming Defence's Occupational Healthcare delivery organisation for the Information Age. Significant improvements in digital enablement, business intelligence, clinical informatics, knowledge and information management maturity are being pursued in order to allow the organisation to become a truly patient focussed, digital and data driven organisation.

HQ Defence Medical Services is evolving in order to enhance both our digital capabilities and those of our corporate

communication team. The new CDIO post will not only be critical to our digital transformation, but also more widely across Defence Medical Services and the HQ Defence Medical Services Portfolio, within which all our major programmes have key digital dependencies.

Being directly accountable to the Director General (DG), you will have Information functional authority over all HQ Defence Medical Services pillars and programmes (including Principals and SROs). You will be a member of the HQ Defence Medical Services Executive Committee and Senior Leadership Team and will therefore participate fully in high level HQ Defence Medical Services management initiatives and by doing so, will be pivotal in shaping and improving the organisation's clinical, strategic and operational performance.

You will drive the leadership and management of Digital, Data and Technology (DDaT) development to support the safe and efficient design, implementation and use of informatics solutions to deliver improvements in the quality of delivery and outcomes of care and associated enabling functions.

As CDIO, you will own the HQ Defence Medical Services Digital and Information Strategy (including the Digital Healthcare Strategy) and will be responsible and accountable for executing associated plans, ensuring coherence with wider Government, Defence, Defence Medical Services and HQ Defence Medical Services Strategies; clinical needs and assurance structures.

## **Main Responsibilities**

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### **Leadership**

- Apply digital expertise to set and deliver on HQ Defence Medical Services' digital transformation mission and vision, responding positively to change to tenaciously pursue required outcomes.
- Design, develop and implement the Digital and Information Strategy that will underpin HQ Defence Medical Services outputs, as well as the detailed Digital Plan derived from it.
- Act as a trusted subject matter digital expert and champion, building and maintaining relationships with HQ Defence

Medical Services executives and business unit leaders to develop a clear understanding of business needs and to deliver against them.

- Support and educate key HQ Defence Medical Services/Director General Defence Medical Services planning and policymaking committees in digital and information matters.
- Lead on the development of enterprise technology standards, digital governance processes and performance metrics to ensure digital initiatives are 'best in class' and deliver value and increased performance to HQ Defence Medical Services.
- Provide strategic direction regarding oversight of the governance required to delivery success.

### **Transformation**

- Design and establish optimised digital governance structures aligned to wider Defence, NHS and Her Majesty's Government.

- Develop HQ Defence Medical Services capabilities in the areas of: Management Information/Business and Clinical Information; Enterprise Data Management; Digital Delivery; Business Systems Architecture and ICT Service Management
- Deliver digital and information transformation solutions across Defence Medical Services to enhance performance both within healthcare delivery and supporting enabling functions.

### **Corporate Functions**

- Ensure legal and MOD compliance with GDPR and associated HQ Defence Medical Services publications through the provision of existing services delivered by the Knowledge and Information Management, Cyber and Information Security, Data Protection and iHUB teams.
- Assume ownership (in consultation with the Head of Finance) of the overall HQ Defence Medical Services digital budget and

- resourcing for the delivery of the corporate digital capability.
- Develop HQ Defence Medical Services specific policies, procedures and standards where required.
  - Board and Committee membership, including the HQ Defence Medical Services Board, HQ Defence Medical Services Executive Committee (ExCo) and HE Defence Medical Services Senior Leadership Team, Quality Assurance Committee (QUAC), MOD functional group leads, HQ Defence Medical Services committees including Defence Digital and Technology (DDaT).

#### Context and current issues

In line with the HQ Defence Medical Services Digital Information Transformation Strategy, which you will refresh, you will lead the rapid evolution of Defence Medical Services' Information Management and exploitation processes; also leading on cohering the delivery of Digital Transformation both across the group and its Programme portfolio. HQ Defence Medical Services lacks the bespoke clinical-digital expertise at present to ensure that staff energy is

properly directed and exploited to fully resolve significant legacy problems in the Information Management and Information Technology areas.

#### Managing People

You will be required to lead and grow a high-performing team of around 20 posts, empowering and developing people to enable them to reach their potential and deliver outstanding results. You will have two direct reports, including a Deputy.

You will also lead virtual teams across the organisation as appropriate, using soft skills where there are no formal line management arrangements. Critically, you will also need to persuade and cohere Information Management and digital initiatives across the Group; ensuring that Senior Directors and Programme SROs remain aligned with the overall HQ Defence Medical Services Digital Transformation Strategy.

#### Accountability

You will be directly accountable to Dr Peter Homa, Director General, Defence Medical Services, as the Senior Information Responsible Officer (SIRO) for delivering the outputs agreed within the HQ Defence Medical Services Digital Strategy. These will include Information

Management coherence across the organisation; exploitation of emergent clinical technologies; digital portfolio alignment and information technology strategy management.

#### Judgement

Within a complex clinically focused digital environment, you will need to apply judgement continually to ensure that resources are applied to the right issues, rather than simply the next issue.

#### Influencing

You will be required to build very close and productive relationships with 3 more senior Directors, as well as the Director General and the wider Senior Leadership Team.

You will also need to ensure the Director Finance is content with the overall digital budgetary approach and controls. In addition, you will need to liaise effectively with senior colleagues across UK Strategic Command, Defence and NHS Digital, so that the bespoke needs of HQ Defence Medical Services (such as the Caldicott Principles, which provide guidance on the use and storage of personal clinical data) are understood and properly enabled.



# Person Specification

We are looking for an inclusive leader who works with energy and determination and who has excelled at building and leading blended high-performing teams in a range of organisational cultures. Above all, we're looking for someone whose digital leadership credentials will be equalled by substantial clinical understanding, enabling you to operate exceptionally well across the equally important worlds of Defence and Medicine to help us to deliver required outcomes.

Applicants must be able to clearly demonstrate evidence of the following essential criteria:

- Substantial Digital, Data and Technology (DDaT) change and leadership experience, ideally gained in a large-scale, complex clinical setting or related industry in which investment has had a positive impact on front-line operations.
- Strategic thinker and contextual leader, with experience of having defined and delivered business cases, strategic plans and maintained exceptional operational and programme governance in support of business change.
- Experience of having successfully defined and delivered complex, strategic, interdependent DDaT related programmes in support of defined clinical outcomes and improved patient/user experience.
- Exceptional relationship building skills, with a track record of having built strong networks and collaborative relationships across organisational boundaries, managing stakeholder relationships at all levels, including Board level.
- Commercially astute, coherent and inspiring leader, with experience of having grown, shaped and developed internal teams and secured strong performance from relevant supplier ecosystems.
- Proven track record of using personal subject matter expertise and experience to establish and maximise a culture of innovation to address challenging and complex strategy and policy issues, defining evidence-based strategies to secure support for initiatives that push the boundaries of technology to achieve the seemingly impossible.
- A proven ability to provide strong and coherent leadership, with experience of corporate leadership outside of the CDIO sphere, operating in a broader context to support longer-term strategies that maximise opportunities and add value.
- Fully inclusive approach and a passionate advocate for change and diversity, able to build diverse, high performing teams through creating a culture in which talented people from all walks of life aspire, thrive and develop.

# Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is on-going. As a Civil Service employee you'll be entitled to a large range of benefits.

## Equality, Diversity and Inclusion

**The Civil Service values and supports all its employees.**

We have strong and pro-active staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone, irrespective of background, achieve their potential.

## Pension

**Your pension is a valuable part of your total reward package.**

A competitive contributory pension scheme that you can enter as soon as you join where

we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [Civil Service Pension Scheme](#) for more details.

## Generous Annual Leave and Bank Holiday Allowance

25 days' annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays and a privilege day to mark the Queen's birthday.

## Staff Wellbeing

**Flexible working** allowing you to vary your working day as long as you work your total hours.

Generous **paid maternity and paternity leave** in excess of the statutory minimum offered by many other employers.

**Childcare benefits** (policy for new employees as of 5 April 2018): The government has introduced the Tax-Free Childcare (TFC) scheme. Working parents

can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#).

**Onsite facilities** Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

## Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.



# The Recruitment Process

## Application

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For more information, please contact our recruitment advisers at GatenbySanderson for a confidential discussion:

Sundas Gull, [Sundas.gull@gatenbysanderson.com](mailto:Sundas.gull@gatenbysanderson.com)  
Mobile: 07545 318869

Adrian Barlow, [adrian.barlow@gatenbysanderson.com](mailto:adrian.barlow@gatenbysanderson.com)  
Mobile: 07393 011150

To apply for this post, you will need to complete the online application process by no later than 23:59 on Sunday 7 March 2021. All applications must be submitted using the link: <http://www.dms-leaders.com>

You will be required to provide the following:

1. Some basic personal information;
2. A CV setting out your career history, with responsibilities and achievements;
3. A statement of suitability (1000 words max) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria set out in the person specification.

**Please note that the statement of suitability is an important part of your application and is as much the means by which you will be assessed as your CV.**

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular 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 by 2020. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Should you encounter any issues with your online application please get in touch with us via: [toria.lorman-conolly@gatenbysanderson.com](mailto:toria.lorman-conolly@gatenbysanderson.com)

## Longlist

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You will receive an acknowledgment of your application through the online process.

The panel will then assess all applications to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all longlisted candidates will be advised of the outcome as soon as possible thereafter. Candidates selected for longlisting will be invited for an interview with GatenbySanderson to further explore their skills and experience.

## Shortlist

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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 and a staff engagement exercise.

You will also have the opportunity to speak 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 selection panel will be:

- Peter Homa, Director General of the Defence Medical Services
- AVM Clare Walton, Director Medical Personnel & Training
- Charles Forte, MOD's Chief Information Officer
- Sarah Winmill, Chief Information, Business Functions
- Adam Khan, Defence Intelligence Chief Information Officer (CIO)

Interview feedback will be available on request – please contact [toria.lorman-conolly@gatenbysanderson.com](mailto:toria.lorman-conolly@gatenbysanderson.com) in the first instance to request this.

## Offer

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Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

# Expected Timeline

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, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	Sunday 7 March 2021 (23:59)
Preliminary Interviews with GatenbySanderson	w/c Monday 15 March 2021 & w/c Monday 22 March 2021
Shortlist Meeting	Monday 29 March 2021
Assessments and Informal Discussions	Monday 29 March 2021 to Wednesday 14 April 2021
Final Panel Interviews	Friday 16 April 2021

Given the current Covid-19 pandemic, interviews and assessments will be conducted virtually via MS Teams. Details will be provided to candidates who are to be progressed.

# FAQs

## **Can I apply if I am not currently a civil servant?**

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Yes.

## **Is this role suitable for part-time working?**

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This role is available for full-time or flexible working arrangements (including job share arrangements). If you wish to discuss your needs in more detail, please get in touch with the named point of contact in this pack.

## **Will the role involve travel?**

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This role will involve some travel within the UK.

## **Where will the role be based?**

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This role location is based at MOD Main Building, London, SW1A 2HB.

## **Can I claim back any expenses incurred during the recruitment process?**

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No. MoD will not reimburse you, except in exceptional circumstances and only when agreed in advance.

## **What nationality do I need to hold in order to apply?**

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Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

## **This post is reserved**

## **Is security clearance required?**

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Yes. If successful you must hold, or be willing to obtain, Developed Vetting (DV) level. More information about the vetting process is [here](#).

## **What reasonable adjustments can be made if I have a disability?**

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We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not

disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact: toria.lorman-conolly@gatennysanderson.com in the first instance.

## **Is this role offered as part of A Great Place to Work for Veterans initiative?**

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This vacancy is part of the A Great Place to Work for Veterans initiative, for further information please see [here](#).

## **Do you offer a Guaranteed Interview Scheme for Disabled Persons?**

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Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

### **What do I do if I want to make a complaint?**

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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 [modrecruitment.grs@cabinetoffice.gov.uk](mailto:modrecruitment.grs@cabinetoffice.gov.uk) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

### **What should I do if I think that I have a conflict of interest?**

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Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact [modrecruitment.grs@cabinetoffice.gov.uk](mailto:modrecruitment.grs@cabinetoffice.gov.uk) before submitting your application.

### **Pre employment screening**

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Prior to a formal offer of employment the successful candidate will be subject to pre-employment screening checks. These will include confirmation of your identity,

employment history over the last three years (or course details if in full time education), nationality and immigration status, and criminal record (unspent convictions only)

### **Cabinet Office Fraud Checks**

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Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment



Civil Service

## Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact:

Adrian Barlow at

or 07393 011150

or

Sundas Gull at

or 07545 318869

This campaign is being run on behalf of the department by GatenbySanderson and Government Recruitment Service. Government Recruitment Service is part of Civil Service HR, and is a central government expert service specialising in the attraction, search, selection and recruitment of civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society's most important leadership and specialist positions.

Our work is regulated by the Civil Service Commission where necessary and supported by the equality campaign group Stonewall.

Cabinet Office is a Disability Confident employer.