

**The Office of the Immigration Services  
Commissioner**

**Development Programme Manager**

**INFORMATION FOR APPLICANTS**

You are invited to apply for the post of Development Programme Manager. There is one vacancy which is a fixed term appointment of 2 years with the possibility of extension. Although the post requires a working week of 36 hours (excluding lunch breaks), part-time working or job-sharing may be considered if circumstances allow.

## **Background**

The Office of the Immigration Services Commissioner (OISC) is an executive non-departmental public body established by the Immigration and Asylum Act 1999 to regulate the provision of immigration advice and services throughout the UK. It is led by the Immigration Services Commissioner – a corporation sole supported by the Deputy Immigration Services Commissioner. Its website address is [www.oisc.gov.uk](http://www.oisc.gov.uk).

The OISC seeks to protect consumers by ensuring the continuing fitness and competence of registered advisers and organisations, setting standards for registration and promoting good practice throughout the sector. In addition, it operates a scheme to receive complaints relating to immigration advice (whether or not provided by registered organisations) and it enforces the regulatory regime by identifying and, where appropriate, prosecuting individuals who are acting illegally. In addition, the Immigration Services Commissioner monitors the effectiveness of regulation of the immigration advice sector by bodies in Scotland and Northern Ireland which are beyond the jurisdiction of the Legal Services Board.

Consumers of immigration advice and services are often among the most vulnerable and disadvantaged members of society. The OISC therefore performs an essential role in maintaining continued confidence in the UK's immigration advice sector for users, the Government, the judiciary and the public generally. The OISC assists the public by providing information including a list of regulated advisers to help them make informed decisions. As of 31 March 2020, 3,167 advisers and 1,615 organisations were directly regulated by the OISC.

It is a criminal offence for any person to provide immigration advice and/or services unless they are regulated by the OISC or another statutory regulator, or they have been exempted by the OISC or the Secretary of State.

The OISC is led by the Immigration Services Commissioner, currently John Tuckett and he is accountable to Parliament through the Home Secretary.

The OISC in its 2020-23 Corporate Plan has developed a future vision for its work whereby *'Every seeker of immigration advice within the UK makes an informed choice to seek advice only from a regulated immigration adviser and receives reliable and professional advice and service that they have confidence and trust in.'* To access the 2020-23 Corporate Plan, please click [here](#).

This vision represents a significant change for the OISC by putting the Advice Seeker at the heart of all our work. Ensuring we can deliver the outcomes such a vision implies will require a different operating model of national and regional teams working across the United Kingdom (UK). This, coupled with the expiry of the lease on the current Head Office of 21 Bloomsbury Street in November 2022, and Government plans to move organisations out of central London, will mean significant change over the next two to three years for all members of staff as we move to the new model of working with many working permanently from home. The new model of regional and national teams will need an organisational structure that will be significantly different from the current structure with changes in roles and responsibilities for many staff.

Building on the existing OISC Development Programme, we are looking for a Development Programme Manager who will design, deliver and manage the programme of change that enables our organisation to adopt its new model of regional/national working in 2022. To execute our agenda, you will be required to design and orchestrate a suite of project and programme

management procedures which will identify and proactively manage key risks, issues and dependencies to ensure cross-functional alignment of our organisational goals. Owning and communicating the vision of the Development Programme, providing clear leadership along with addressing the evolving needs and emerging issues that could impact the organisation will be essential to its success.

The OISC has some 60 staff. More information about the OISC can be found on its website, [www.oisc.gov.uk](http://www.oisc.gov.uk).

## **Recruitment process**

### **How to apply**

This is a rare and exciting opportunity, to find out how to be part of the change go to; [www.gatenbysanderson.com/job/GSe74778](http://www.gatenbysanderson.com/job/GSe74778). For an informal discussion to explore the role and your fit in more detail, please contact our retained recruitment partners – GatenbySanderson: Kate Merson M: 020 7426 3376 or [kate.merson@gatenbysanderson.com](mailto:kate.merson@gatenbysanderson.com) - Peter Guilder - M: 07545 441127 or [peter.guilder@gatenbysanderson.com](mailto:peter.guilder@gatenbysanderson.com)

Candidates CV and covering letter should not be more than 1500 words. They should ensure that their covering letter describes their experience (past and/or present) with proven abilities for the applied position. Please include the job title of Development Programme Manager for the subject line of the email.

The application will be assessed to ensure that the candidate meets the essential criteria for the job. For those that do, a short-listing exercise based on their application form will be used to select candidates for invitation to interview. As part of the interview you will be required to give a short presentation on a subject related to the job. The interview panel will determine the suitability of the candidates for the post. If their recommendation is accepted, a conditional offer of appointment will be made to the candidate on the understanding that pre-appointment checks are successfully completed. The Commissioner will make the final decision on the suitability of pre-appointment checks. This needs to be completed prior to confirming the offer of an appointment.

Candidates who demonstrate that they meet the selection criteria but are not offered the post will have the opportunity to be placed on merit list. If, within six months of candidates being notified that they are on the list, a post arises for another suitable role within the OISC, it will be offered in merit order to those on the list.

### **Indicative timetable**

Please note that these dates may be subject to change. Please let us know in your covering letter if you are unavailable for the interview on the date below.

Closing Date: 18<sup>th</sup> June 2021 (1200hrs)

Provisional interviewing dates: w/c 28<sup>th</sup> June & w/c 5<sup>th</sup> July 2021

Short-listing Date: w/c 12<sup>th</sup> July 2021

Candidates Final Panel Interview Date: w/c 19<sup>th</sup> July 2021

## **Equality and diversity**

The OISC is an equal opportunities employer.

We welcome applications from candidates regardless of age, race, sexual orientation, gender, disability, religion or belief.

## **Persons with disabilities**

Applications from people covered by the Equality Act 2010 are welcome. Any applicant with a disability who fulfils the essential criteria for this position will be invited to attend selection testing. The term disability is defined by the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term adverse effect (that is, having lasted or likely to last for a period of twelve months or more) on the ability to carry out normal day-to-day activities. If you have a disability, you should declare this on the email, or you send with your application or a covering letter if you are applying by post. If you think you have a disability but are unsure, then you may wish to consult your doctor before informing the OISC. Any false declaration of a disability which results in employment, will invalidate your contract of employment. However, declaring a disability is optional if you have a disability that you would rather not declare.

## **Terms of appointment and benefits**

### **Period of appointment**

The post will be offered as a 2-year fixed term appointment with the possibility of extension.

### **Salary**

The salary for this post is within the range of £65,000 per annum.

### **Pay progression**

From May 2012, candidates joining the OISC from the Civil Services or equivalent government organisations are not eligible for contractual pay entitlements.

### **Location**

You will work remotely from your home. You will have access to £200 to purchase any suitable equipment you may need. You will be required to travel to the OISC's premises on occasion (post Covid-19 pandemic) initially to its Head Office at 5<sup>th</sup> Floor, 21 Bloomsbury Street, London, WC1B 3HF and to its regional offices once they have been set up. Travel costs will be met by the OISC in line with its Travel and Subsistence Policy.

### **Employment status**

The OISC is a non-departmental public body (NDPB). Its members of staff are public sector workers and not Civil Servants.

### **Hours**

The posts require a working week of 36 hours, excluding lunch breaks (Pro-rata for part-timers). Flexible working hours are available and most OISC staff opt for this rather than standard fixed hours.

## **Annual leave**

Your annual leave entitlement will be 25 days per annum. You will also be entitled to 10½ days paid public and privilege holidays each year. Pro-rata terms apply to part-timers and employees on a contract of less than one year.

## **Probation**

You will be on probation for six months. Unsatisfactory performance during this period could result in the termination of your employment.

## **Commitment to learning and development**

The OISC will provide tailored learning and development subject to funding availability.

## **Pensions**

You will join the Civil Service pension arrangements, which include a valuable range of benefits. We will deduct contributions from your salary with effect from your start date.

## **Conflict of interest**

If you or a partner has any business interest or conflict of interest with the activities of the OISC, you should declare this when making your application. You should inform us if you have any indirect associations of this kind through any other family member or partnership.

## **Further information about the post**

Please contact our retained recruitment partners: GatenbySanderson - Kate Merson M: 020 7426 3376 or [kate.merson@gatenbysanderson.com](mailto:kate.merson@gatenbysanderson.com) and Peter Guilder - M: 07545 441127 or [peter.guilder@gatenbysanderson.com](mailto:peter.guilder@gatenbysanderson.com)

## Job Description

**Job Title:** OISC Development Programme Manager

**Grade:** Grade 7

**FTE salary:** £65,000

**Department:** Commissioner

**Reporting to:** Immigration Services Commissioner

Programme Office

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### 1. Purpose of the job

- Design and manage the OISC overall Development Programme that enables OISC to adopt its new model of regional/national working in 2022 with appropriate enabling and supporting functions.

### 2. Main duties

- Take forward the existing work on the OISC Development Programme and develop a full programme of activities, projects and work streams that will deliver the new working model of OISC in 2022.
- Monitor and report to the Commissioner/Programme Board on the progress of the Programme identifying key risks, issues and dependencies.
- Develop the suite of Project and Programme Management procedures and reports needed to ensure the successful outcome.
- Work closely with Senior Leadership Team ensuring a full commitment by all to the Programme's activities as required.
- Develop relations with the Home Office Support Unit as required to ensure Home Office support for the Programme.
- Develop a small Programme Office of OISC staff in support of the programme and ensure an appropriate degree of PPM skills transfer to staff during the course of the Programme.

## **Person Specification**

**Job title:** OISC Development Programme Manager

**Department:** Commissioner's Office

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### **Essential criteria:**

- Experience in leading programmes of organisational change within small to medium sized organisations that have involved developing new ways of working, adopting new cultures and structures.
- Demonstrable experience of working with Directors and Heads of professional functions across a whole organisation with the ability to influence and ensure an appropriate degree of commitment and engagement to the programme of change.
- Demonstrable experience of working as a Programme Manager on his/her own or with very small teams.
- Experience in agile programme management.
- Demonstrable experience of working in a fluid and/or ambiguous environment to successfully deliver outcomes when faced with uncertainty.
- Demonstrable experience of managing key stakeholders both within and outside of an organisation to ensure successful programme aims.
- Ability to analyse complex and diverse information and make clear and effective presentations and financial reports to the Board, senior managers, and external stakeholders.
- Excellent oral and written communication skills.

### **Desirable criteria:**

- Membership of one of the major PPM professional bodies with evidence of appropriate professional PPM training.
- Previous operational experience of organisational change programmes within the public and/or private sector.
- Experience of Immigration, the wider UK legal services sector and/or a regulatory environment would be helpful.

### **Competencies required:**

- Leading change.
- Seeing the Big Picture.
- Making Effective Decision.
- Leading and Communicating.
- Collaborating and Partnering.
- Delivering at Pace.

### **Other:**

- Willing to travel and to accommodate out of office hours, and some overnight stays on occasions.