



Home Office



Chief People Officer
CSJ Reference: 347743

Home Office
SCS Pay Band 2

Closing Date: Sunday 28th April 2024 at 23:55h

Home Office
Civil Service

Welcome message - Dave Kuenssberg and Fiona Ryland

I am delighted that you are interested in this exciting role. The Home Office has a compelling mission: to keep our borders secure and our citizens safe. Across the three missions – Homeland Security, Public Safety and Migration and Borders, underpinned by our Corporate and Delivery functions – over 50,000 people carry out critical work to make this happen, through our policies, programmes, and front-line operations. The significance of our work, the diversity and dedication of the people who work here, and the commitment to transforming the services we provide to the public are what attracted me to join the Home Office. It matters more here.

I am seeking an HR leader who will work in close partnership with our ExCo colleagues to bring professional insight to the leadership of the Home Office and lead our HR Business Partnering, Expert Services and Delivery Functions. The Home Office HR is a high-performing and friendly team, pragmatic, proactive and focused on growing nimble and high value add professional services and advice. But there is more to do, and we need an inspiring Chief People Officer to help us get there. I am looking to work with a colleague who has a deep appreciation for the way in which HR professionals can help business leaders unlock the potential of their teams. I believe that for this role, strong programme and service delivery, proactive relationship building, and the ability to engender trust with senior executives are crucial. Leading and inspiring the diverse talent we have in our teams will be equally important.

For anyone passionate about transforming public services during this crucial time for our country, there's never been a better time to join our team. I hope that you find this challenge as exciting as I do, and I welcome your application.

Thank you for your interest in the role of Chief People Officer for the Home Office, one of the most influential and important HR roles in government.

Leading a directorate of around 450 people, you will drive real transformation across the department in the whole range of HR activities, as set out in the Home Office's recently launched organisational Strategy.

The Chief People Officer will also play a corporate role in the delivery of the HR Function across government. As Government Chief People Officer, I lead HR and people activities across the civil service workforce of c. 500,000 civil servants. There are over 3,500 HR professionals in the Civil Service - some work within the Civil Service's central HR function, but most work within departments and are based all over the UK. The Civil Service HR profession has a reputation for high performance and best in class professional development. Civil Service HR professionals help their businesses deliver through building a skilled workforce, developing effective and inspiring leaders, and making the Civil Service a truly great place to work - a place where people from all walks of life can flourish.

If you are interested in this post, and feel your skills are a good match, then we look forward to hearing from you.



Dave Kuenssberg

Director General, Corporate and Delivery



Fiona Ryland

Government Chief People Officer

Job Description

Chief People Officer (SCS PB2)

Location - all Home Office HR Hubs including London, Croydon, Sheffield, Manchester and Liverpool with regular travel to 2 Marsham Street, London.

Grade and Salary

SCS Pay Band 2

£97,000 - £140,000 dependent on your qualifications, knowledge, and the relevant experience you are able to offer. No allowances will be payable. The role includes a Civil Service Pension with an average employer contribution of 27%.

Please note: Standard Cabinet Office rules on pay will apply to civil servants appointed on level transfer or promotion. Their salary will increase to the minimum of the SCS PB2 range or by a promotion award of up to 10% more than their current salary (whichever is the greater). Individuals appointed on level transfer will retain their existing salary.

Contract Type

This role is being offered on a permanent basis (it is expected you would complete 3 years minimum).

As part of accepting this role you will have to accept an assignment length which sets out the minimum period of time that you are expected to remain in the post. From 4 July 2022, assignment lengths have been introduced in the Civil Service for SCS roles when a new SCS has started in their new role, this is to ensure that the postholder is aware of the expectation to deliver agreed key business outcomes and build capability in their roles. Please note this is not a contractual provision and does will not form part of your terms and conditions. - Please see slide 10 for further information.

Working Arrangements

This role is available on a full-time basis; we will also consider some flexible working options, including pre-arranged job-share.

If applying as job share partners, please review the guidance - [JSF hub page](#) | [Civil Service Careers \(civil-service-careers.gov.uk\)](https://civil-service-careers.gov.uk)

The Role

As the Chief People Officer and Head of Profession, the successful candidate will lead the Home Office HR Function on all aspects of HR, including business partnering, expert services and delivery functions such as resourcing. As a member of both the Department's Executive Committee and the Government People Group HR Executive Team, the Chief People Officer will partner closely with Permanent Secretaries and Directors General to enable the delivery of key [organisational](#) and [Civil Service](#) wide priorities, enabled by a strong, employee-centric HR function.

The Chief People Officer is expected to manage a budget of c. £50m, provide strategic direction and role model inclusive leadership for c. 450 people, including 13 Senior Civil Servants.

What are my responsibilities?

- Leading multi-disciplinary teams in the design and implementation of a resilient and agile workforce that harnesses data and technology to deliver better shared outcomes;
- Working at a whole system level – with experts and stakeholders – to develop approaches based on a deep understanding of customers, and the levers to effect positive outcomes;
- Influencing and managing complex senior stakeholder relationships both inter and intra departmental as well as with externals; and
- Providing visible and collaborative leadership within a complex organisation with an ability to build high performing teams – particularly those which operate across organisational boundaries, growing confidence and capability, employee engagement and an inclusive culture (see Civil Service Leadership Statement [here](#)).
- The post holder will also contribute to cross-departmental governance as a member of the Home Office Executive Committee (ExCo) and other key governance forums for the Home Office.

Person Specification

What are my accountabilities?

As a member of the Home Office Executive Committee, you will be accountable for both 'the here and now' delivery and future strategy. In support of this you will:

- Be future focused, making strategic and informed choices on resourcing and capacity that connect workforce, workplace, and capability planning to deliver a more productive, resilient, and interoperable workforce that supports the successful delivery of our Outcome Delivery Plan;
- Build a culture of continuous learning set against a future-focused skills, capability and talent plan that establishes capable, confident leaders that role model our organisational expectations and values;
- Maintain the competitiveness of our pay strategy, considering where we can simplify, harmonise and modernise our terms and conditions to ensure the attraction and retention of key capabilities;
- Maintain open and constructive industrial and employee relations with a focus on creating a positive climate during a time of complex, organisational change;
- Work closely with Estates and Health and Safety Leads to keep colleagues safe while creating a modern and flexible working environment that makes the best use of technology and estate;
- Embed the Home Office values, creating an inclusive culture that's focused on colleagues achieving their full potential with the support of high-quality leadership, engagement, talent management, performance management, recruitment, learning and development, underpinned by modernised services and systems.

Person Specification

Essential Criteria

You will be able to demonstrate:

- Experience at Executive level in a large, multi-divisional, multi-site organisation where there is interdependence between different parts of business; Strong evidence of successfully managing complex senior stakeholder relationships, with the confidence and credibility to challenge when necessary, using both data and influencing skills;
- A clear record of success in leading multi-disciplinary teams (notably in conjunction with Strategy, Finance, Commercial and Digital) in the attraction, implementation and retention of a resilient and agile workforce that harnesses data and technology to deliver better shared outcomes;
- A strong track record of driving the people aspects of technology-orientated, organisational transformation with experience in organisation design, industrial and employee relations.
- A relentless focus on continuous improvement of core services whilst delivering complex and challenging programmes focused on future proofing organisational sustainability and securing value for money;
- Strong analytical skills, with the ability to quickly distil large amounts of information from a variety of sources into sound recommendations and communicate complex issues clearly;
- Extensive experience of leading a well-developed, corporate services HR function within a complex organisation with a proven ability to build high performing teams – in particular, teams that operate across organisational boundaries, growing confidence and capability, employee engagement, and an inclusive culture.
- The flexibility and personal resilience to adapt to rapidly changing circumstances in an environment of regular scrutiny by the media, public and others.

Our expectation is for continued professional development once in post, and we are looking for the successful candidate to be a Fellow of the Chartered Institute of Personnel and Development or prepared to work towards it.



Matthew Rycroft

Permanent Secretary



Migration & Borders Second Permanent Secretary

Simon Ridley

MISSIONS

CAPABILITIES



Homeland Security Group

Chloe Squires



Public Safety Group

Jae Samant



Migration and Borders Group

Dan Hobbs

Joanna Rowland



Customer Services

Basit Javid



Immigration Enforcement

Phil Douglas



Border Force

Stuart Skeates



Strategic Operations

David Kuenssberg



Corporate and Delivery

Jennifer Rubin



Science, Technology, Analysis & Research

John Ward



HO Legal Advisors

Julie Blomley (outgoing)



Human Resources

Rebecca Ellis



Strategy & Private Office

Robert Hall



Communications

Expected Timeline

Please note that these dates are only indicative at this stage and could be subject to change. 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. You will be advised of the format of the final selection panel interview in advance.

The anticipated timetable is as follows:

Advert Closing Date	23:55h on Wednesday 24 th April 2024
Preliminary Interviews	Friday 3 rd , Tuesday 7 th and Wednesday 8 th May 2024
Shortlist	Monday 13 th May 2024
Assessments	Monday 20 th May 2024
Interviews	Wednesday 5 th June and Thursday 6 th June 2024

** Please note, we would like to have the successful candidate in post by September 2024.*

Joanna Abeyie - CSC Commissioner



Joanna Abeyie MBE was awarded an MBE in the 2020 New Year's Honours list for her services to diversity and inclusion in the creative and media industries. Joanna is a social impact entrepreneur and champion of diversity, as well as an award-winning journalist and broadcaster. In 2018, she founded Blue Moon, an inclusive Executive Search Business and Diversity and Inclusion Consultancy Practice. Joanna was appointed as a Civil Service Commissioner on the 13th June 2022.

Matthew Rycroft – Home Office Permanent Secretary



Matthew is the Permanent Secretary of the Home Office. He began his career in the Foreign and Commonwealth office, where he held a number of roles including HM Ambassador to Bosnia, Chief Operating Officer for the Department and the British Permanent Representative to the UN. He became the Permanent Secretary of the Department for International Development in January 2018, before moving to his current role in the Home Office in March 2020.

Dave Kuenssberg - Director General, Corporate and Delivery Group



Dave has been Director General, Corporate & Delivery, for the past 18 months, having previously been a Finance Director at the Home Office from 2020. Having worked at what is now the Department for Levelling Up, Housing & Communities in finance roles from 2007 to 2016, he spent 4 years as Director of Corporate Resources at Brighton & Hove City Council. After becoming financially qualified at PwC, he also worked at English Heritage between 1999 and 2007, ultimately as Finance Director.

Fiona Ryland - Government Chief People Officer



Fiona Ryland has been the Government Chief People Officer since September 2022. Fiona joined the Civil Service from University College London (UCL) where she was Vice-President of Operations. Before that, Fiona led the HR, Communications, Corporate Responsibility and Business Excellence teams for Compass Group UK and Ireland. As Government Chief People Officer, Fiona sets the standard for the whole Civil Service on people matters, and the HR leader that galvanises our community of Departments to effect change. She is responsible for ensuring the Civil Service has the right policies and structures in place to attract talented people and ensure they can deliver their best while they are with us - building a HR function and culture and ways of working that directly helps deliver for UK citizens.

The Recruitment Process

Online Application

Please submit your application online at the following link:
<https://www.gatenbysanderson.com/job/GSe110610> no later than 23:55h on **Sunday 28th April 2024**.

Provide some basic **personal information**;

1. A **CV** - setting out your career history, highlighting specific responsibilities and achievements that are relevant for this role, including details where budgets and numbers of people managed, relevant achievements in recent posts, together with reasons for any gaps within the last two years;
2. A **Statement of Suitability** – (limited to 1250 words) explaining how you consider your personal skills, qualities and experience, provide evidence of your suitability for the role, with particular reference to the essential criteria in the person specification.
3. **Diversity Monitoring** - 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 characteristics, you will have the option to select 'prefer not to say'. See the [Civil Service Diversity and Inclusion Strategy: 2022 to 2025 \(HTML\) - GOV.UK \(www.gov.uk\)](#) for more information.

It is essential that in your written application you give evidence, using examples, of proven experience. These responses will be developed and discussed with candidates invited for interview.

Failure to submit both a CV and Supporting Statement will mean the panel only have limited information on which to assess your application against the criteria in the person specification. For further information on SCS careers and the application process, please see below:

Home Office SCS Further Information

[Home Office Senior Leaders - Home Office Careers](#)

Home Office SCS Application Process

[Applying for Senior Civil Service vacancies - Home Office Careers](#)

Please Note:

- GatenbySanderson have been appointed to administer the campaign on behalf of the Home Office, which includes an executive search and preliminary interview for candidates progressed by the panel following the longlist meeting.
- Shortlisted candidates will be required to conduct a Staff Engagement Exercise (SEE). The SEE will be assessed along with the interview and will include a presentation. Specific details will be provided prior the assessment. If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process.
- Shortlisted candidates may also be required to meet with the Minister or one of the Non-Executive Directors.
- The final selection panel interview will be held in London at the Home Office.
- Expenses incurred by candidates during the recruitment process will not be reimbursed by the Home Office except in exceptional circumstances and only when agreed in advance with the Home Office Resourcing Centre (HORC) Senior Civil Service (SCS) Recruitment Team.
- Once you have submitted your application online it cannot be amended; only submit your application when you have finished.
- HR SCS Recruitment Team will contact the candidates to advise them of the sift outcome. Full details of the assessment and selection process will be made available to the shortlisted candidates. Feedback is only provided if the shortlisted candidate has attended an interview.

Positive Action

- Where two or more candidates in a recruitment exercise are considered to be of equal merit after interview, the Home Office may use Positive Action, in accordance with section 159 of the Equality Act 2010.
- When considering the application of Positive Action, equal merit candidates will be contacted* and invited to provide data regarding their protected characteristics. To protect your data, please be aware that we will refer to you using your unique candidate application ID in any communication relating to Positive Action.

The Recruitment Process

Equal Opportunities Monitoring

As a mandatory part of the application process, we ask candidates to complete equal opportunities monitoring information. This will help us to follow the recommendations of the Equality and Human Rights Commission, that employers should 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 and not used to make selection decisions. The Home Office Positive Action Statement can be found in the Diversity and Inclusion section earlier in this document. If you do not wish to provide a declaration on any of the characteristics, you will have the option to select 'prefer not to say'.

Guaranteed Interview Scheme for Disabled Persons

The Home Office is an accredited user of the Government's "Disability Confident" disability symbol, which denotes organisations that have a positive attitude towards disabled applicants. Applicants who meet the minimum (i.e. essential) 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 complete the relevant fields on the CSJ application form. It is not necessary to state the nature of your disability.

Great Place to Work for Veterans scheme

A Great Place to Work for Veterans is aimed at encouraging veterans from the armed services into public sector roles. **Applicants who meet the minimum (i.e. essential) criteria** in the job specification will progress to the next stage of selection. **Selection will be on merit.** If you wish to apply for consideration under this scheme, please select this on your application.

Any veteran who opts into the scheme and meets the minimum criteria required for a role will be guaranteed to move to the next stage of selection, such as an interview or online test - For more information and eligibility requirements around the Veterans scheme please visit [here](#)

Terms & Conditions

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Appointment Term: This post is offered as a permanent appointment.

Working Arrangements:

This role is available on a full-time basis; we will also consider some flexible working options.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where all SCS employees will be expected to spend more than 60% of their working time in an office and across sites where their teams are based, subject to local estates capacity, by Spring 2024. SCS employees are encouraged to do this as soon as possible.

Working Hours: 37 hours per week, excluding lunch breaks.

This role is available on a full-time, permanent basis (it is expected you would complete 3 years minimum). We will also be open to flexible working options, including a prearranged job-share.

Location: all Home Office HR Hubs including London, Croydon, Sheffield, Manchester and Liverpool with regular travel to 2 Marsham Street, London.

Remuneration: The post is set within the SCS Pay Band 2 salary range.

Please note: Standard Cabinet Office rules on pay will apply to civil servants appointed on level transfer or promotion. Their salary will increase to the minimum of the SCS PB2 range or by a promotion award of up to 10% more than their current salary (whichever is the greater). Individuals appointed on level transfer will retain their existing salary.

You may be eligible for a non-consolidated annual bonus payment, subject to successful performance, in line with the Home Office Senior Civil Service pay arrangements. These are set annually within the guidelines laid down by the Cabinet Office.

Childcare Support: The Government's Tax-Free Childcare Scheme (TFC), has recently been introduced and replaces all employer provided childcare voucher schemes. You can get up to £500 every 3 months for each of your children to help with the costs of childcare. In order to determine your eligibility, you can find the rules for the scheme on **GOV.UK** at [helping pay for childcare](#).

Annual leave: Candidates from outside the Civil Service will be entitled to 25 days paid as standard, plus public holidays.

Existing civil servants appointed on level transfer will retain current contractual entitlements in relation to annual leave and privilege leave.

If you are an existing civil servant appointed on promotion, you will be appointed on modernised terms and conditions.

Nationality: This is a non-reserved post and therefore open to those nationals who qualify under the Civil Service Nationality Rules - [Civil Service Nationality Rules \(publishing.service.gov.uk\)](#)

In order to confirm your eligibility for this post, please complete the Eligibility section on Civil Service Jobs. You will not be asked to produce the evidence stated at the application stage, but you will be required to do so should you be invited to the final panel interview.

Conflict of interest: If you or your spouse have any business interest or potential conflict of interest with the activities of the Home Office you will be expected to declare this at a later stage. You will also be asked to inform us if you have any indirect association of this kind through any other family member or partnership.

Terms & Conditions

Pre-appointment checks

The responsibilities of the Department mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service. We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.

However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us.

Security clearance: The successful candidate must be cleared to Security Clearance (**SC**) level before they are able to start.

For further information, please follow the link:

[United Kingdom Security Vetting - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Civil Service Code: The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found at:

<http://www.civilservice.gov.uk/about/values>.

Data Protection: The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The Diversity Monitoring Form is used for monitoring the selection process only. If you do not wish to have these details recorded, please return the form uncompleted. If you are unsuccessful, your personal data relating to application will be destroyed after 12 months. If you are successful, data will be passed to the Home Office personnel team.

Positive Action Statement

We are an equal opportunity employer and value diversity and inclusion at the Home Office. We recognise the importance of diversity to delivering our critical agenda and are committed to ensuring our department is representative of modern Britain. We are flexible, skilled, professional and diverse. We particularly welcome applications from Ethnic Minority candidates as they are under-represented within the senior Civil Service.

The role of the Civil Service Commission in relation to recruitment

The Home Office's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles, which can be found at

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment/>.

Civil Service Commissioners chair selection panels for all external recruitment competitions at Senior Civil Service Pay Band 2 (Directors), Pay Band 3 (Director General) and Permanent Secretary levels. An external competition is one that is advertised outside the Civil Service and candidates who are not existing civil servants may apply.

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 HORCSCSRecruitment@homeoffice.gov.uk in the first instance. If you are not satisfied with the response you receive from the Home Office you can contact the Civil Service Commission.

The Commission publishes a guide that outlines its approach to handling a complaint under the Recruitment Principles. This can be accessed at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>. We would recommend you read this guidance before submitting a complaint.

Complaints should be sent in writing to:

Civil Service Commission,
Room G8,
1 Horse Guards Road,
London,
SW1A 2HQ.





Home Office

Contact us

Should you have any queries about the role please contact
HOrecruitment@gatenbysanderson.com

Please direct any questions regarding the recruitment process to
Devon.coates@gatenbysanderson.com