



Home Office



# Deputy Director Chief Portfolio Officer

CSJ Reference: 389472

Home Office

SCS Pay Band 1

**Closing Date: 23:55h on Sunday 2<sup>nd</sup> March**



Sir Matthew Rycroft



# Permanent Secretary

Simon Ridley



Second Permanent Secretary

MISSIONS

Richard Clarke



Public Safety Group and Safer Streets

Chloe Squires



Homeland Security Group

Dann Hobbs



Migration and Borders Group

Martin Hewitt



Border Security Commander

Joanna Rowland



Customer Services

Basit Javid



Immigration Enforcement

Phil Douglas



Border Force

David Kuenssberg



Corporate and Delivery

Jennifer Rubin



Science, Technology, Analysis & Research

Ruth Tomlinson and John Ward



HO Legal Advisors

Sarah Taylor



Human Resources

Rebecca Ellis



Strategy & Private Office

Robert Hall



Communications

CAPABILITIES

# Welcome message

Dear applicant,

I am delighted 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 Migrations and Borders, underpinned by our Corporate and Delivery functions, over 40,000 people carry out critical work to make this happen through our policies, programmes and front- line operations.

The Home Office has seen a rapid expansion of its Change Portfolio. Growing to more than 34 GMPP and Home Office critical programmes in 2024. By volume of programmes, it is one of the largest portfolios in government. The Portfolio and project delivery function has an ambition to be at the heart of department, shaping, leading and directing the delivery of some of the largest programmes in Government while building project delivery capability of the c.2,000 project delivery professionals across the department.

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.



**Michael Cashman**

Chief Portfolio Officer and Head of Project Delivery Profession

# The Portfolio

The Home Office Projects Portfolio currently 34 programmes, with a budget of c.£1.5 billion in 2023/24. These programmes are key to enabling the HO to deliver on its four strategic objectives: to keep UK citizens safe and our borders secure by reducing crime; strengthening homeland security; enabling the legitimate movement of people and goods; and tackling illegal migration.

Within these 33 programmes, 20 currently sit within the GMPP, making the Home Office the second largest GMPP portfolio and include: 16 transformation and service delivery projects, five ICT projects, and one infrastructure and construction project.

## **A selection of key HO programmes include:**

- Emergency Services Mobile Communications Programme (ESMCP)
- Future Border and Immigration System Programme
- Law Enforcement Data Service (LEDS) Programme
- Maritime Capabilities Replacement
- Police National Database (PND)
- Passport Transformation Programme.

## **Further details can be found at the following links:**

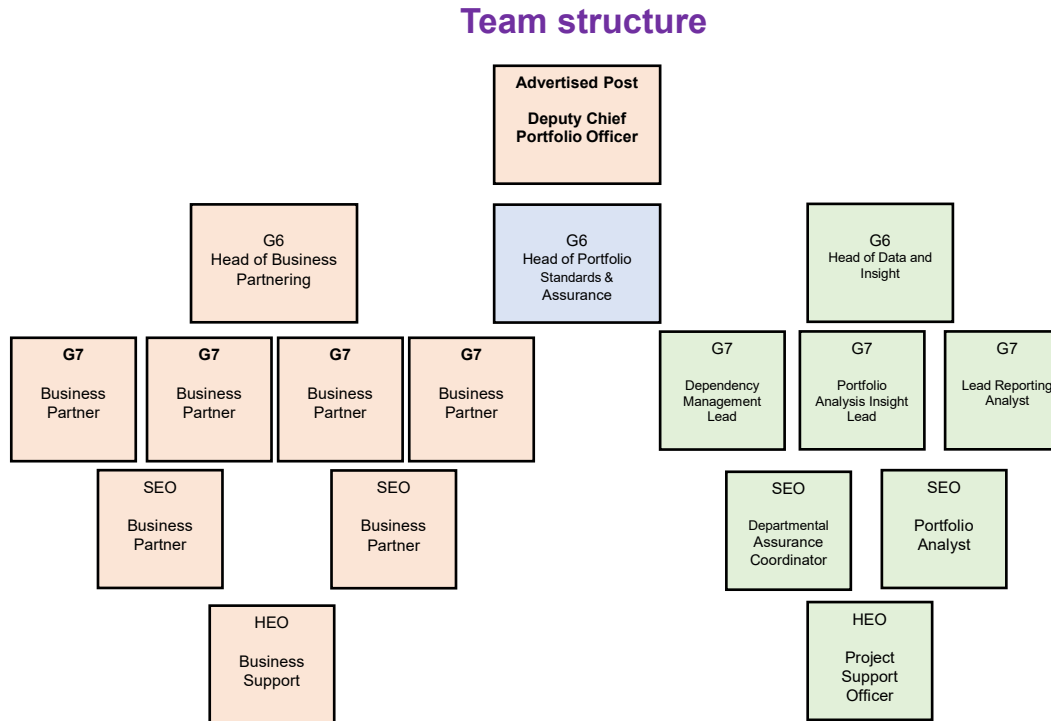
- [Infrastructure and Projects Authority Annual Report 2023-24](#)
- [HO Government Major Projects Portfolio Data](#)
- [Home Office Annual Report and Accounts 2023-24](#)

# Structure chart

Over the next 18 months, we will be implementing a new operating model. This is a significant programme of transformation, which will result in greater capacity and support improved capability across the Portfolio.

The DD Chief Portfolio Officer will have a team of between seven to nine direct reports, and work closely with the Deputy Head of Profession, Deployment Deputy Director and other Programme Directors that form part of the Senior Leadership team.

The current team structure, which will change as a result of the new operating model, includes leadership of the business partnering team, data insights and reporting, business case teams. It is currently as follows:



# Our Values

Our people created our values – to be compassionate, respectful, courageous, and collaborative. These values are the foundation of the culture we want in the Home Office and underpin everything we do.

We want to always put people before processes and create the best environment for all our colleagues to work in.

Colleagues from across the Home Office were involved in defining and creating our values, which define who we are and what we stand for. They are what makes us different to any other government department. They send a clear message, both internally and externally, about what is important to us as an organisation



## RESPECTFUL

We treat everyone fairly, respecting individual perspectives and valuing and embracing our differences to create an inclusive environment.

## COMPASSIONATE

We act ethically, with honesty, care and sensitivity, seeking to understand the realities and perspectives of the people we serve to build trust and confidence.

## COURAGEOUS

We are outward looking and professionally curious, testing new ideas while encouraging challenge and being bold in our pursuit of delivering outcomes for the public.

## COLLABORATIVE

We work as one team, listening to and supporting each other and our stakeholders, working across boundaries to improve outcomes for the public.



We use the Individual Leadership Assessment (ILA) and Staff Engagement Exercise (SEE) in our senior civil service recruitment process to ensure we identify leaders who embody the Home Office values.

The ILA provides a structured and in-depth evaluation of your leadership style, decision-making, and ability to navigate complex challenges with courage and integrity.

Meanwhile, the SEE allows us to observe how you engage with and inspire others, demonstrating respect for diverse perspectives and fostering a collaborative environment. Together, these exercises help us select leaders who not only possess the strategic acumen required for senior roles but also the empathy and interpersonal skills to support and empower their teams, creating a workplace culture aligned with our core values.

# Job Description

## Deputy Director Chief Portfolio Officer

**Location** - Any Home Office location (including London, Liverpool, Manchester, Sheffield, Bristol, Cardiff, Glasgow, Birmingham, Belfast, Peterborough, Edinburgh, Solihull and Stoke-on-Trent), regular travel expected to London.

## Grade and Salary

SCS Pay Band 1

Up to £117,800 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 28.97%.

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 PB1 range or by a promotion award of up to 10% more than their current basic salary excluding all allowances (whichever is the greater). Individuals appointed on level transfer will retain their existing basic salary excluding all allowances.

## 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.

## Working Arrangements

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

## The Role

The Home Office has a compelling mission: to keep our borders secure and our citizens safe. Across the Home Office over 30,000 people carry out critical work to make this happen, through our policies, programmes, and front-line operations. Our programmes and projects range from Policing to Borders, Asylum to Immigration, corporate IT programmes to customer-facing digital services, all of which are underpinned by a thriving community of over 2,000 Project Delivery professionals.

This role is ideal for an experienced portfolio and project professional with strong personal credibility and demonstrable experience as a senior leader working within major portfolios, programmes and projects, with proven leadership and management ability.

You will have a proven track record in leadership and delivery, with the ability to build confidence and trust across a large stakeholder base, from senior project delivery leaders and teams across the organisation.

Above all, you will care about making a difference: transforming how we build a Portfolio function for both the present and the future, over what will be a highly important and exciting time for our country.

# Job Description

## Key responsibilities

The Job Holder will be expected to:

- Provide visible leadership to the project delivery profession, as well as being an active member of PPD's SLT and deputy Chief Portfolio Officer in the Home Office.
- Deputise for the Chief Portfolio Officer at InvestCo and other departmental boards
- Lead and manage across the following teams: Business Partnering, Portfolio Standards and Assurance, Reporting & Data Insights and Portfolio Improvement. (This is subject to change as we implement a new operating model, and is likely to involve additional capabilities and teams)
- Collaborate with colleagues across the department and third-party consultants, to influence work to refine and implement the organisational design and revised operating model for the Home Office Portfolio.
- Develop and implement a revised business partnering operating model, and harnessing relationships to enable data driven and informed decisions.
- Champion and improve project delivery standards across all programmes and driving up compliance through the development of guidance materials, toolkits, and techniques.
- Maintain and build networks within the Department and more widely, collaborating with other functions including finance, digital, estates and commercial to strengthen the functional model within the department.
- Driving the maturity roadmap and management of the Home Office Portfolio and its governance through robust, improvement plans.
- Drive forward-looking analysis and insight to facilitate timely interventions, and leading annual and in-year prioritisation; influencing effectively to deliver change across the department against the agreed strategic outcomes.
- Iterate the appropriate PPM portfolio practices and lifecycle documentation, as well as building a robust assurance capability at a departmental level.
- Promote an energised culture focused on collaborative working in the interests of the organisation and the portfolio.
- Cultivate and manage a range of relationships and key strategic alliances with portfolio stakeholders. Lead senior stakeholders in regularly reviewing the portfolio based on a clear understanding of cost, risk and contribution to strategic objectives.
- Develop the approach in collaboration with colleagues across the Department to ensure deliverability and alignment with wider thinking on product lifecycle / service management.



# Person Specification

## Essential Criteria

**The successful candidate will need to demonstrate their knowledge, experience, capability and behavioural approach to a high standard against the following key criteria:**

- A proven people leader, with experience of creating an energised culture focused on collaborative working in the interests of the organisation and the portfolio.
- Demonstrable evidence of inspiring confidence and working with senior internal stakeholders, such as Ministers, Permanent Secretaries and other senior government officials, or equivalent
- A senior level collaborator with strong influencing skills who can quickly and effectively build great networks with senior external stakeholders, across organisational boundaries.
- Demonstrable ability to think strategically and respond quickly and flexibly to evolving priorities.
- Proven and comprehensive first-hand experience of Portfolio Management and of leading Portfolio teams in a complex, large scale, fast paced operational environment.
- Demonstrable track record of successfully leading major project / portfolio delivery and in building capability and capacity across a range of Portfolio roles.
- Experience of the governance and oversight requirements associated with leading a complex public sector project portfolio, such as those within the GMPP Portfolio, or similar.

## Desirable

- Recognised professional qualification, such as Managing Successful Programmes (MSP), PRINCE2, Project Leadership Programme (PLP) or enrolled on/graduate of the Major Projects Leadership Academy (MPLA)
- Experience of leading programmes/portfolios with a capital value/budget exceeding £100 million

# Government Project Delivery Profession framework



View the full, Government Project Delivery Profession Framework [here](#)

## Project Delivery Career Pathways

Click on job role for an overview.

Click on ● for a grade-specific description.

		Civil Service grades							
		EO	HEO	SEO	G7	G6	SCS 1	SCS 2	SCS 3
Leadership 	<a href="#">Head of Profession</a>						●	●	●
	<a href="#">Senior Responsible Owner</a>					●	●	●	●
	<a href="#">Portfolio Manager / Director</a>				●	●	●	●	●
	<a href="#">Programme Manager / Director</a>			●	●	●	●	●	●
	<a href="#">Project Manager / Director</a>		●	●	●	●	●	●	●
	<a href="#">PMO Manager / Director</a>				●	●	●		
Project Delivery Specialists 	<a href="#">Portfolio Analyst</a>		●	●					
	<a href="#">Project Planner</a>	●	●	●	●	●			
	<a href="#">Resource Manager</a>		●	●	●	●			
	<a href="#">Business Case Manager</a>	●	●	●	●	●			
	<a href="#">Assurance Manager</a>	●	●	●	●	●			
	<a href="#">Configuration Manager</a>	●	●						
	<a href="#">Project Support Officer</a>	●	●	●					
	<a href="#">Governance and Reporting Manager</a>	●	●	●	●	●			
	<a href="#">Risks and Issues Manager</a>	●	●	●	●	●			
	<a href="#">Advisor</a>						●	●	
Business Analysis and Change Specialist 	<a href="#">Stakeholder Manager</a>	●	●	●	●	●			
	<a href="#">Benefits Manager</a>	●	●	●	●	●			
	<a href="#">Business Change Manager</a>	●	●	●	●	●			
	<a href="#">Business Analyst</a>	●	●	●	●				

## Alison Hewett – Director System Strategy & Design



Alison has enjoyed a progressive career working in private and public sectors for over 25 years. Alison's career anchors are in operational strategy and transformation, including business architecture, design, and transformation delivery. Alison has extensive experience of operating in complex, regulated, professional services organisations and has undertaken a range of senior leadership and Non-Executive Director roles during her career. Alison joined the Civil Service in 2018 working at the Home Office for the Migration and Borders Group, where she is delighted to having recently taken on the role of Director, System Strategy & Design.

## Michael Cashman – Chief Portfolio Officer and Head of Project Delivery Profession



Mike joined the Home Office in April 2024 as Chief Portfolio Officer and Head of Project Delivery Profession. He has over 20 years' experience in change / transformation and programme and project management roles working across both the private and public sector. Prior to joining the civil service in 2017, he held senior roles in GSK and BP. Mike is passionate about creating high performing teams, that help deliver superior customer and colleague experiences.

## Rajinder Cubra – Portfolio and Programme Finance Deputy Director



Rajinder joined the Home Office as Finance Deputy Director in July 2020 following a career in the private sector much of this in financial services. Rajinder leads the Portfolio and Programme finance team who are responsible for financial management, oversight and control across the largest Home Office change Programmes, ensuring the portfolio remains optimised and contributes maximum value to delivery of the Home Office's objectives.

## Kate Barrington – HRBP Portfolio & Project Delivery



Kate has been an HR professional in the Home Office for 15 years, specialising in Business Partnering (HRBP). As a HRBP, Kate has worked across the Department and currently supports the Portfolio & Project Delivery (PPD) team. With a background in teaching and translation, Kate's career pivoted into corporate HR, where she spent 10 years before transitioning to the HRBP community. She works to enhance performance, manage workforce planning, and develop talent strategies to support PPD in delivering its services, which the advertised post will oversee as Deputy Chief Portfolio Officer. Kate is passionate about employee experience and continuously strives to improve HR processes to drive engagement, foster development, and support the wellbeing of all staff.

# 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:

<b>Advert Closing Date</b>	23:55 on Sunday 2 <sup>nd</sup> March 2025
<b>Longlist Meeting</b>	Week commencing 3 <sup>rd</sup> March 2025
<b>Preliminary Interviews</b>	Weeks commencing 10 <sup>th</sup> March and 17 <sup>th</sup> March 2025
<b>Shortlist</b>	Week commencing 24 <sup>th</sup> March 2025
<b>Assessments and Staff Engagement Event</b>	Weeks commencing 31 <sup>st</sup> March and 7 <sup>th</sup> April 2025
<b>Interviews</b>	Week commencing 28 <sup>th</sup> April 2025 (in person in 2 Marsham Street London)

# The Recruitment Process

**Online Application** - - Please submit your application online at the following link: <http://www.gatenbysanderson.com/job/GSe118710> no later than 23:55h on Sunday 2<sup>nd</sup> March 2025.

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 undertake a leadership assessment which will consist of psychometric tests and a virtual meeting with an assessor. Further to this they will be required to conduct a virtual Staff Engagement. Both will be assessed along with the interview, which will include a presentation, this will be conducted in person in central London.
- 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.
- 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 completely finished.
- 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 basis only; we will also be open to flexible working options.

**Location:** Any Home Office location (including London, Liverpool, Manchester, Sheffield, Bristol, Cardiff, Glasgow, Birmingham, Belfast, Peterborough, Edinburgh, Solihull and Stoke-on-Trent), regular travel expected to London.

**Remuneration:** The post is set within the SCS Pay Band 1 salary range.

Up to £117,800 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 28.97%.

## **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 PB1 range or by a promotion award of up to 10% more than their current

basic salary excluding all allowances (whichever is the greater). Individuals appointed on level transfer will retain their existing basic salary excluding all allowances.

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.

## 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

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service Diversity and Inclusion Strategy](#).



# Diversity, Inclusion & Wellbeing

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

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service Diversity and Inclusion Strategy](#).

**The Home Office** is 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. 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. 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 Home Office is the place for you.



Because we recognise that everyone's different, we understand that wellbeing means different things to different people. We offer an Employee Assistance Programme and a range of staff support networks to ensure our colleagues are never alone and can always access help when they need it.

Our support networks include Spectrum, ABLE, The Network & GEN you can find more information about each of these networks by following this [link](#) .

# 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](mailto: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](mailto:HOrecruitment@gatenbysanderson.com)

Please direct any questions regarding the recruitment process to  
[Devon.coates@gatenbysanderson.com](mailto:Devon.coates@gatenbysanderson.com)