

## **BACKGROUND**

The Home Office Scientific Development Branch (part of the Home Office Science Research Group) provides technical, operational and policy support to all areas of the Home Office, UK police forces, and other government departments. It employs around 200 scientists and technologists, based at two sites: Sandridge in Hertfordshire and Langhurst in West Sussex.

HOSDB aims to be the Home Office's definitive source of advice on scientific and technical issues, to deliver innovative technical capabilities and to provide scientific and technical solutions that are effective on the ground to help our customers (the Home Office, UK police forces, the Security Services and other government departments) stay at least one step ahead of the criminal.

There are three main areas which directly reflect our priorities, which are:

- Fighting crime by the improved gathering of information, intelligence and evidence;
- Protecting both the police and the public in hazardous situations;
- Supporting the Home Secretary's responsibilities for counter terrorism.

For more information on the Home Office and HOSDB and our work visit [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) and <http://science.homeoffice.gov.uk/hosdb>

### **The post**

#### **Job Description and location of post**

Business Development Manager, National Technical Support Unit (NTSU) – Grade 7 based at HOSDB, Sandridge, St. Albans, Hertfordshire.

The National Technical Support Unit (NTSU) is one of four operational sectors within HOSDB. The work of the sector is undertaken through two Programme areas – NTSU Surveillance and NTSU Services.

The post holder will report to the Sector Manager and will be responsible for leading the Business Development and Project management/Systems engineering teams.

As part of a recent restructuring exercise, a new business development area has been created to provide dedicated resources to work alongside stakeholders to identify the strategic direction of future work, map this to changes in the business, and provide professional project management to ensure delivery.

The postholder will have responsibility for developing business strategy in partnership with key senior stakeholder groups, involvement with user groups through chairing a Tactical

projects board and working as part of the NTSU management team to ensure business delivery.

The post holder is also the Programme Manager for the NTSU Surveillance Programme (£3M budget, 30 staff).

## **Responsibilities**

The main tasks of the post will be to:

- This post is responsible for business development across all areas of NTSU business. This includes developing business strategy with the Covert Technical Surveillance Development Strategy Group (CTSDSG) and ACPO Technical Support Working Group, involvement with user groups through chairing the Tactical projects board and working with the NTSU management team to identify and fill future resource needs within the sector.
- Responsible for strategic planning across the NTSU surveillance programme. Take the lead, supported by Sector Manager and Business Development Team, in developing (with stakeholders) a sector business plan which will be agreed annually within the Branch and with stakeholders.
- Ensure that requirements are captured, developed and prioritised.
- Determine mechanisms for prioritising work across the Sector aligned to branch methodology and Sector strategy. Work with business delivery manager to ensure that NTSU resources (staff/facilities/budgets) are used effectively to deliver Sector objectives.
- Regularly review effectiveness of the NTSU restructuring to ensure benefits are being realised (flexibility and best use of scarce resources). Work with the business delivery manager to ensure that all project and non-project work is clearly defined, prioritised and decisions are made regarding appropriate resourcing levels.
- Chair NTSU tactical projects board and take responsibility for prioritising user group requirements alongside other work.
- Produce a strategy for commercialisation of project outputs. Define general approach and agree with business development team/user groups on specific projects.
- Engage with stakeholders to ensure their involvement and wherever possible their support for our programmes and projects. Ensure programmes and projects have stakeholder engagement plans.
- Liaise with other parts of the Branch, Department and OGDs to ensure all parts are appropriately joined up in the relevant areas.

- Contribute to NTSU management team activities to ensure business is carried out effectively.
- Lead in developing a centralised project management capability for the sector.
- Develop/formalise processes for requesting assistance from other programmes/sectors.
- Work with ACPO Technical Support Working Group to help develop a strategy for development of Technical Support capability within the police service.
- Line management of NTSU Business Development Team and PM/Systems Engineering team.

### **Person Specification - Essential Skills and experience**

- The post requires a degree, or background and equivalent experience, in a technical or scientific discipline - ideally physics, electronics or other relevant scientific/engineering discipline. It is also desirable for the post holder to be able to develop a business case and to understand and contribute to the definition and delivery of benefits and to have substantial experience of managing technically complex projects.

In addition, the post requires the following essential skills set out in the Home Office Core Competency Framework (CCF):

#### **Understand the needs and constraints of stakeholder communities**

- Who will use my work and for what purpose
- Who may be affected, either directly or indirectly, by the results of my work
- The role and interests of stakeholders, for example, Other Government Departments, statutory bodies, pressure groups and members of the public, with respect to my current interests and responsibilities.

#### **Network**

- The value of my collaborative links with counterparts in organisations within the UK and overseas
- The benefits obtained from the relationships I have developed within and across departments.

#### **Apply a wide understanding of the science and engineering base**

- How science and engineering fit into the wider work of my department / agency
- Research paths and funding streams

- How the presence of scientific / engineering intellectual skills (e.g. problem structuring, data analysis and presentation, management of technical risk, etc.) will strengthen my departmental board

#### **Secure, maintain and develop relevant technical expertise**

- The nature and significance of relevant scientific and engineering issues to a standard commensurate with my qualifications
- The need to keep my knowledge up to date and effective ways of doing this.

#### **Provide clear technical advice to technical and non-specialist audiences**

- To policy units and customers – impartial technical advice of a consistently high quality which meets their needs and stands up to scrutiny
- Technical advice which is easily understood by stakeholders, including limitations of the advice (e.g. in the absence of complete data)

#### **Persuade and Influence**

- Initiate discussions with key influencers and decision makers and gains their confidence and support.

#### **Make well-judged decisions**

- Act decisively and is prepared to make decisions about complex issues

### **CONDITIONS OF SERVICE**

This post is a permanent appointment. HOSDB Sandridge is a secure site and the post holder will need to be security cleared to Developed Vetting (DV) level.

#### **Salary**

The salary range for this post is £43,325 - £55,837.

Starting salary will depend on your qualifications and on the quality of relevant experience you offer. Progression up the pay scale will depend on performance which is assessed annually. Abatement of salary may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement or Flexible Early Severance) will be required to repay all or part of their lump sum compensation payments if their re-employment commences during the period represented by the compensation payment.

#### **Hours**

You will normally be required to work a 5 day week of 37 hours excluding meal breaks.

#### **Location**

HOSDB Sandridge is a remote site located near St. Albans, Hertfordshire. Public transport is not available, and the post holder will be responsible for arranging their own daily travel to the site. A driving licence would therefore be highly desirable.

**Annual Leave**

Your annual leave allowance will be 25 days and 30 days after 10 years service. In addition, all staff receive 8 days bank and public holidays and 2 ½ privilege days to be taken at fixed times of the year.

**Probation**

You will be on probation for a period of up to six months unless you are already an established civil servant who has satisfactorily completed a probationary period.

**Pension**

Pension schemes are available and more information will be provided to successful candidates. For further information on these schemes please refer to the following website [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk)

**Age**

The retirement age for the Home Office is 65 with immediate payment of benefits under their relevant pension choice. Staff can request to stay on beyond 65 subject to the same performance management, attendance and disciplinary requirements that are applicable to all staff irrespective of age and subject to the business needs of the Department.

**Nationality**

This post is open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss nationals under the Swiss EU agreement. There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the UK for ten years preceding your application. If you are unsure as to your eligibility on this point, please telephone 020 7035 8888 for advice.

**Guaranteed Interview Scheme for Disabled Persons**

The Home Office operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for this appointment as published in this booklet. If you wish to apply for consideration under this scheme, please complete the relevant section of the application form including any special arrangements you may require at our selection centre. This will enable us to make the appropriate arrangements, if necessary.

**Employment of ex-offenders in the Home Office****Policy Statement**

This statement applies to the central Home Office and the Border and Immigration Agency (BIA).

**General Principles**

- The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives.
- These responsibilities 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. This will depend on the:
  - nature of the position;
  - the circumstances, seriousness and background of the offence(s);
  - whether or not the conviction is “spent” (“Spent” convictions need to be declared when applying for security clearance);
  - the applicant’s openness shown in declaring the conviction.

### **Pre-appointment procedures**

- We carry out our own pre-employment checks and security clearances which includes checks about an applicant’s character and integrity.
- You should, in normal circumstances, bring a current, valid travel document (e.g. Passport) with you to your interview. EEA citizens are entitled to produce a National Identity Card or a Passport and should bring a residence card if they have one. Your interviewer will use the travel document to verify your identity and a photocopy of your document(s) will be taken to assist with other checks. If you are unable to provide a current, valid travel document the Department will, in exceptional circumstances, consider your representations. If these are accepted you will be subject to additional checks, based on other documentation. Non- EEA, Swiss, or Turkish Nationals will have to demonstrate that they have no time limit or restrictions on their stay. If you are successful at interview you might be required to produce your identity documents again before being offered a position.
- We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Departmental business or with vulnerable groups. For example, where a position involves regularly caring for, supervising, training or being in sole charge of children under the age of 18 or vulnerable adults we will seek enhanced disclosure from the Criminal Records Bureau.

- All applicants are obliged to complete a Security Questionnaire or Criminal Convictions Declaration Form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. In order for security clearance to be considered, certain pre employment enquiries for example, relating to identity, immigration, some financial and recent background checks will need to be undertaken. The relevant security form can be sent under separate, confidential cover, to authorised individuals and will normally only be seen by those who need to see it as part of the recruitment and vetting process
- We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction but each case will be considered individually on its merits.
- Information about convictions or criminal activities provided as part of the recruitment process will be treated in confidence. A criminal record will not necessarily prevent an individual from gaining security clearance.
- The HO will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for employment and security clearance.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.

**April 2007**

## **APPLICATION AND SELECTION**

Applications should be completed online at [www.thinktoprotect.co.uk](http://www.thinktoprotect.co.uk) by Midday on 26<sup>th</sup> March.

It is essential that you complete all sections of the application form, providing evidence of your abilities and experience in each of the required competency areas. The answers you provide to the competency questions will be used to determine whether we will invite you for the next stage of the recruitment process so please take time to complete these fully.

Candidates who pass the competency sift will be invited to attend a Core Skills Assessment in Croydon and successful candidates will be invited to an assessment consisting of a presentation and interview. This will be held at HOSDB's Sandridge facility at St Albans, Herts during April/May 2008 and will include the opportunity to look round the site.

The assessment panel will recommend the candidate considered most suitable for appointment. The successful candidate will be subject to checks on health, nationality and other matters before an appointment can be formally offered.

## **Equal Opportunities**

The Home Office equal opportunities policy statement:

*The Home Office is dedicated to promoting equality, fairness and respect. We will create a working environment where diversity is recognised, valued and celebrated.*

*In delivering our business to our diverse society, we will take care to assess the impact of our policies on race, religion and belief, gender, identity, disability, sexual orientation and age equality.*

*Specifically we will aim to:*

- Employ a workforce that reflects, at all levels, the diversity of society as a whole;
- Treat all our staff and customers with dignity and respect;
- Develop all our staff to realise their full potential;
- Ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping; and
- Take positive action to secure equality of opportunity.