

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 and <http://science.homeoffice.gov.uk/hosdb>

The post

Job Description and location of post

Programme Manager Explosion and Ballistic Protection (EBP) in Physical Security Sector (PSS) – Grade 7 based at HOSDB, Langhurst, Horsham, West Sussex.

Physical Security Sector (PSS) is one of four operational sectors within HOSDB. Current programme areas (each led by a Programme Manager) include Counter Terrorist Programmes (EBP, Barriers and Security Equipment, Detection and Vision Systems) and Offender Management Technologies (Maritime and Olympics 2012). We are involved in cutting-edge research and development work, often with national security as the principal concern.

The Explosion and Ballistic Protection (EBP) Team provide advice and guidance on methods of mitigating the effects of blast and ballistic attacks, undertake audits of buildings and venues prior to major events, develop procedures and standards for constructing and protecting government buildings, personnel, and other critical assets against blast effects. To this end, the team gather and analyse data from trials and incidents, liaise closely with other agencies and both design and conduct innovative tests – on occasions contributing to the establishment of National, European and International test standards. The findings enable

the team to assess the behaviour of building and other components under blast and ballistic loading.

The EBP programme is a core component of the wider HOSDB capability, with particular importance for the government's Counter-Terrorist Strategy (CONTEST). The work is primarily in support of Home Office Objective 2; *'to protect the public from terrorist attack'*.

The Programme Manager will lead this team in achieving the above objectives within a delegated budget and to agreed timescales. The Programme Manager is also responsible for continuing professional development of their staff and continuous improvement in quality and timeliness of deliverables.

The Programme Manager will also be instrumental in developing a centre of expertise in conjunction with other government organisations, academia and industry.

Responsible to Head of Physical Security Sector, HOSDB.

Responsibilities

The main tasks of the post will be to:

- The provision of informed technical advice and assistance on Explosion and Ballistic Protection matters to Home Office (OSCT) and CPNI in support of Home Office Objective 2 - Protect the public from terrorist attack.
- Contributing to HOSDB's capability to provide technical, operational and policy support and to carry out technical assessments, development work and research for the EDICTS programme.
- Management of the EBP programme of work and the resources of the team to achieve project timescales and costs, in accordance with the HOSDB quality plan.
- Improving the performance of the team, together with the management, development and training of team personnel.
- The development of a Centre of Excellence in the field of blast protection.
- Planning and supervision of trials and tests to assess the behaviour of building components under blast and ballistic loading.
- The development of EBP design procedures and test standards.
- The preparation and dissemination of technical information on Explosion and Ballistic Protection.
- Operational support to CTSA's (and others) for Vulnerability Assessments (VA) and Explosion Consequence Analysis (ECA).
- Represent the Team and the Department on Committees and Working Groups.

Person Specification - Essential Skills and experience

The post requires an advanced degree in civil/structural engineering, materials science or explosive ordnance engineering. *(The degree subject required from candidates will be dependent on the*

current balance of the EBP team in terms of qualifications), and experience or formal qualification in blast analysis and modelling. 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.

It would also be desirable for the postholder to have Chartered Engineer (CEng) or European Engineer (EurIng) status. A record in building design and construction is desirable but not essential. A demonstrable ability to manage both people and projects is essential.

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

Sets the direction.

- Create and communicate a persuasive view of the future.
- Set the direction of the team and establish clear goals and objectives for individuals and groups.
- Ensure that everyone is clear what their role is and how it links to meeting the organisation's objectives.

Change responsive and focused.

- Establish new priorities and revise plans/proposals to reflect operational or policy changes.
- Anticipate the need for change and promote the benefits.
- Anticipate (potential) pressures and seek ways to manage own pressures, support others and improve the quality of their working environment.
- Aware of own impact on others and support colleagues to minimise the effect of work pressures.

Apply Programme and Project Management (PPM) tools.

- Understands and applies PPM techniques relevant to the delivery of business objectives in the work area.
- Understands and applies PPM techniques in particular risk assessment.

Gather and manage information.

- Ensure the right depth and breath of information and knowledge are applied.
- Actively share information with colleagues and apply information management best practice.
- Develop the organisation's ability to effectively store and use information and knowledge.
- Ensure that corporate information is stored and used effectively.

Persuades and influences.

- Initiate discussions with key influencers and decision makers, gains their confidence and support.
- Persuades others of the benefits or the value of a particular interpretation.

Customer focused.

- Ensure staff meet agreed customer service standards and take steps to measure, monitor and quality assure.
- Establish customer needs and appropriate standards of service including customer feedback.

CONDITIONS OF SERVICE

This post is a permanent appointment. HOSDB Langhurst is a secure site and the post holder will need to be security cleared to a minimum of SC level to take up the post. DV clearance (Developed Vetting) will be required in the future.

Salary

The salary range for this post is £41,601 - £53,615.

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 Langhurst is a remote site located near Horsham, West Sussex. 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

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.

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APPLICATION AND SELECTION

Applicants should apply online at www.thinktoprotect.co.uk by Midday on 26th 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 Langhurst facility at Horsham, West Sussex, 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.