

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 – Explosives and Weapons Detection, Identification and Monitoring (CBRNE) – Grade 7 based at HOSDB, Sandridge, St. Albans, Hertfordshire.

Chemical, Biological, Radiological, Nuclear and Explosives Sector (CBRNE) is one of four operational sectors within HOSDB. The Sector is split into two programme areas (each led by a Programme Manager) – Counter Terrorist Technologies (CB) and Counter Terrorist Technologies (E&W).

The Explosives and Weapons Detection, Identification and Monitoring team carry out evaluation and development of detection systems to support the police, Department for Transport and CPNI in protecting the public, transport networks and Critical National Infrastructure against terrorist and criminal attack using explosives, firearms and other weapons. Team members also participate in the development of international standards and regulations for transport and public security by the International Civil Aviation Organisation (ICAO), European Civil Aviation Conference (ECAC) and the EU Technical Task Force on the Security of Explosives.

Technologies used include vapour and trace detection techniques such as Ion Mobility Spectrometry, bulk detection and imaging techniques such as X-ray imaging, metal detection and millimetre wave/terahertz imaging. In addition to in-house evaluation and development, the programme includes the organisation and coordination of a cross-departmental call for proposals to procure and manage innovative R&D.

The Explosives and Weapons Detection, Identification and Monitoring team work closely with the HOSDB Chemical, Biological, Radiological and Nuclear team and effort is shared across the two programme areas.

The post holder will be responsible to the CBRNE Sector Manager, leading his team in achieving the above objectives within a delegated budget (currently £1.9 million from 3 UK and 1 international funding stream) 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. It is expected that the team will increase in size over the next two years so the Programme Manager will need to participate in recruitment and promotion assessments and re-structuring.

The Programme Manager will also represent the Branch on the CONTEST RADWG Explosives Group which is tasked with coordinating and prioritising UK Civil & Military explosives R&D in support of the Government's Counter Terrorist Strategy. Additionally, s/he will represent the Branch and Sector at international explosives and weapons committees and technical fora, including with the USA, EU and Israel. S/he will be a member of, and responsible to, the E&W Programme Steering Board, consisting of customers, partners and stakeholders from across UK government and the Police Service, under chairmanship of the Office for Security and Counter Terrorism.

Responsibilities

The main tasks of the post will be:

- Planning and delivering a programme of work for the Home Office and other government departments to time and budget.
- Monitoring of performance against plans.
- Resource allocation and resolution of projects within the programme.
- Technical leadership of the programme
- Provision of technical advice to industry, government and the Police.
- Professional development of staff.
- Continuous improvement in quality of output.
- Liaison with Academia, industry, Police, MOD and other government departments.
- Membership of technical committees and working groups.
- Assistance to colleagues in other programmes as required.

Person Specification - Essential Skills and experience

The post requires a degree in a physical science or engineering discipline and with experience of one or more aspects of explosives and weapons detection or a closely related field (e.g. CB detection). 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.

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

- Maintain and develop relevant technical expertise
 - Keep your knowledge up to date and demonstrate effective ways of doing this
- Apply scientific and technical knowledge
 - Understand or explain and apply in-depth specialist knowledge to technical projects
- Provide clear technical advice to technical and non-specialist audiences
 - Provide Ministers, policy units and customers – impartial technical advice of a consistently high quality which meets their needs and stands up to scrutiny
- Network
 - Develop effective collaborative links with scientific and technical counterparts in organisations in the UK and overseas
- Understand the needs and constraints of the stakeholder community
 - Understand 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.
- Set the direction
 - Set the direction of the team and establish clear goals and objectives for individuals and groups
- Generate and evaluate options
 - Identify options in difficult or uncertain situations and ensure proposed options meet organisational needs
- Apply PPM tools
 - Understand and apply PPM techniques, in particular risk

Desirable Skills:

- Customer focused
 - Establish customer needs and appropriate standards of service, including customer feedback
- Represent and promote

- Work in partnership to champion the team and Department's aims and programmes

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 a minimum of SC level in order to take up the post. DV (Developed Vetting) will be required in the future.

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

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

Applications should be completed 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 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.