



Home Office

Deputy Director, Illegal Migration, Identity Security and Enforcement Policy

Recruitment Information



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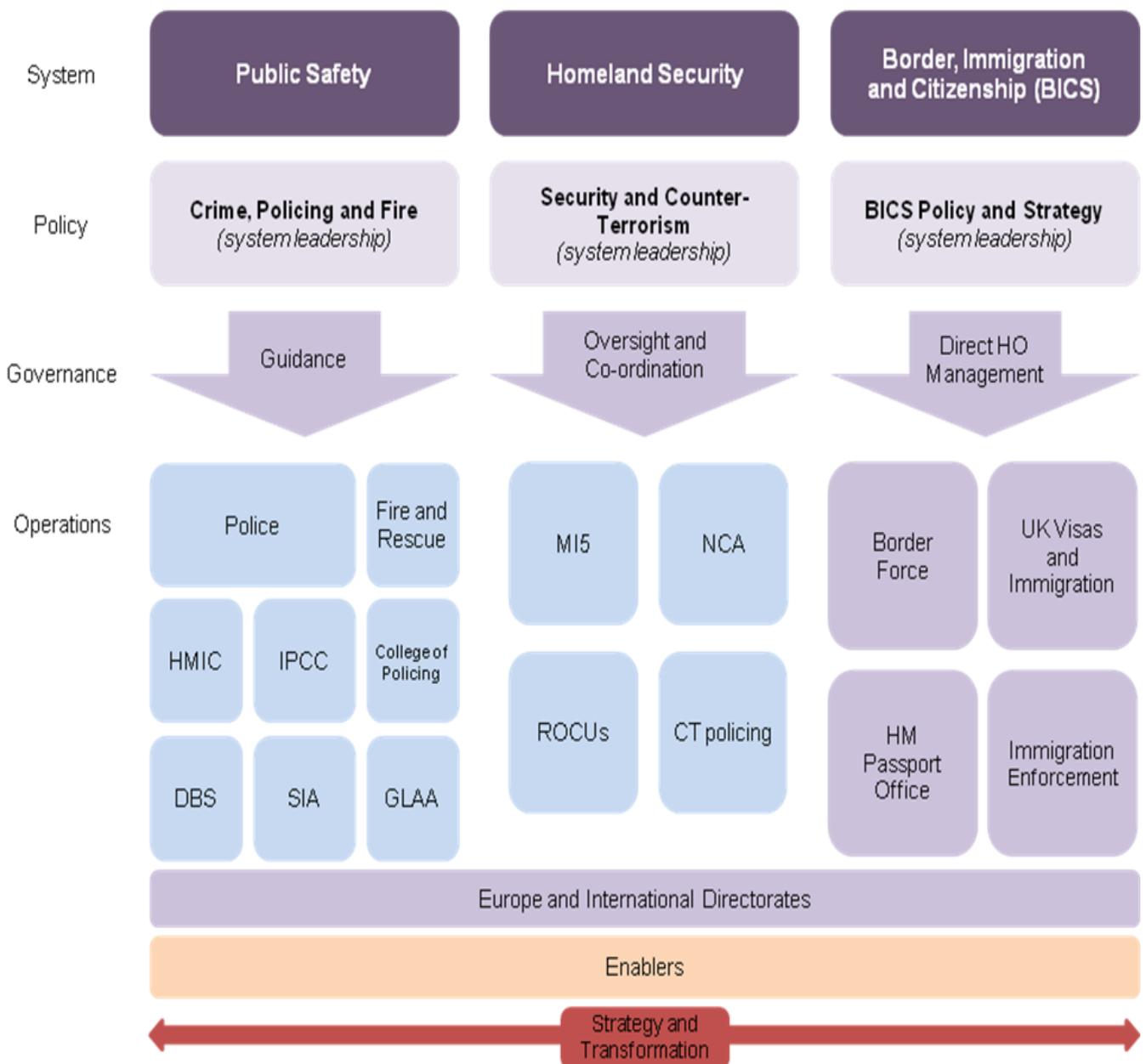
About the Home Office

The Home Office is one of the original great Departments of State and has one of the most challenging jobs in government. Its mission is fundamentally important: to keep Britain's streets safe and its borders secure. Each and every member of Home Office staff plays a part in making that happen.

The Home Office leads on immigration and passports, drugs policy, crime policy, counter-extremism and counter-terrorism and works to ensure visible, responsive and accountable policing in the UK. These issues are at the heart of the Government's agenda. The challenges the Department faces are significant and can change rapidly in the global environment in which we operate. This makes it one of the most exciting and stimulating Departments to work in.

Home Office Structure

Home Office sector



Further information on the key Directorates in the Home Office can be found overleaf.

The Home Office includes:

- Crime, Policing and Fire Group, which works through the police, fire and rescue services and other partners to keep citizens safe, cut crime, protect the vulnerable and reform police, fire and rescue services to improve their efficiency and effectiveness;
- Office for Security and Counter Terrorism, which works with other departments and agencies to ensure an effective and coordinated response to the threat of terrorism and organised crime;
- Border, Immigration and Citizenship Policy and Strategy Group which delivers our overall policy approach to tackling migration and border issues;
- Border Force, is responsible for securing the UK border and controlling migration at 138 ports and airports across the UK and overseas;
- A high volume UK Visas and Immigration Command that makes high-quality decisions about who comes here, with a culture of customer satisfaction for businessmen and visitors who want to come here legally;
- An Immigration Enforcement Command that gets tough on those who break our immigration laws;
- Her Majesty's Passport Office is responsible for issuing UK passports and for overseeing the system of civil registration in England and Wales;
- A small strategic centre, which advises the Home Office board on strategy and direction, as well as the allocation of resources;
- Professional services - including legal advice, human resources, financial and commercial, communications, programme and project management support, IT and data development, insight, analysis, performance reporting.

Equal opportunity for all staff

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work. We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

Role Description

Job Title: Head of Illegal Migration, Identity Security and Enforcement Policy

Grade: SCS PB1

Location: London or Croydon

Reporting to: Philippa Rouse, Director Border, Immigration and Citizenship Policy

Background

Border, Immigration and Citizenship Policy and Strategy Group contributes to the key Home Office aim to reduce immigration, by designing and delivering a successful post-EU exit immigration policy, designing effective migration policy that enables business and educational institutions to bring in the brightest and best, help curb abuse of the immigration system, securing the border, supporting an effective asylum system and strengthening the compliant environment framework to deter illegal migrants from remaining in the UK.

The Head of IMISE Policy is responsible for developing and delivering policy to tackle illegal migration through the compliant environment, to tackle illegal working and exploitation, to develop a secure identity system for migrants, to enable removals of illegal migrants and to ensure a sustainable detention policy.

The Role

The integrity of the UK's border, immigration and citizenship system is dependent on designing and delivering policy that encourages compliance with the UK's immigration laws and ensures that abuse of our rules and processes is tackled.

The role is focused on creating a policy to underpin a compliant environment that makes it increasingly difficult for those here illegally to live and work in the UK, drives voluntary departures, and deters future illegal migration, including the decision to travel to, or overstay in, the UK in the first place. The ability to work in the UK as an illegal migrant is a key draw to the UK and so tackling illegal working is at the centre of this agenda.

The ability to enforce the immigration laws of the UK is dependant on having proportionate powers to search, seize and investigate, to arrest, process and remove, to manage individuals through immigration bail or detention and to deliver this in a way that maximises both efficiency and effectiveness of our systems and processes and incentivises the right behaviours in illegal migrants.

On identity security across the BICS system, the ability of HMG and our partners (for example employers, landlords) to be able to accurately identify individuals and their immigration status is central to ensuring good customer service for legal migrants and to underpin the implementation of illegal working and compliant environment measures.

Key responsibilities

Overall responsibilities include:

- Driving forward the Government's agenda to extend compliant environment controls to deter illegal immigration, leverage voluntary departures and protect tax-payer funded services. This includes completing the implementation of 2014 and 2016 Act measures and working with operational partners and across Whitehall to maximise impact and effectiveness of the measures.
- Taking a "whole systems" approach to establish a comprehensive end to end enforcement and compliance policy which addresses barriers and draws on data matching, exit checks and data analytics.
- Streamlining policies and processes relating to the removal of immigration offenders to produce a more efficient, accelerated system.
- Policy on the use of immigration detention.
- Developing and delivering an identity security strategy governing immigration status checks on foreign nationals and the form in which immigration permissions is granted.
- Providing policy input to the identity standards to be operated in issuing UK passports.
- Supporting development of immigration policy post EU exit.
- Leadership: Responsible for around 35 staff and a budget of around £2 million.

Person Specification

In your application you should provide examples of your experience in meeting the appointment criteria listed below. These will be the key criteria for selection.

ESSENTIAL CRITERIA

- Deep knowledge and experience of policy development in a complex environment and/or Border, Immigration and Citizenship systems.
- Good strategic thinker with the ability to make linkages across complex systems and processes.
- Ability to draw together information and data from a range of sources to analyse complex problems and draw out recommended solutions.
- Proven experience of leading teams with a complex agenda, aligning functions and resources, and deploying people and skills optimally to achieve strategic priorities. Flexibility and adaptability to meet new demands.
- Delivery focussed, driven by quality, and with a relentless focus on the needs of Ministers and stakeholders, with the credibility to command trust and confidence.
- Good communicating and influencing abilities to create strong relationships with stakeholders, to listen to them, negotiate with them and deliver business with them
- Collaborating and partnering skills with a proven ability to work across functional and organisational boundaries.
- Strong people leadership skills with an ability to successfully motivate staff to deliver to a high standard and create a diverse and inclusive team.

DESIRABLE CRITERIA

- Experience of developing legislation
- Experience of dealing with litigation.

• Response Instructions

If you wish to apply for this position please **complete the application form** with your personal details and:

- A **comprehensive CV** (maximum 2 sides of A4) setting out your career history, with responsibilities and achievements, and details of your current salary and benefits (in confidence).
- A **covering letter** (maximum 2 sides of A4) highlighting your suitability and setting out how you meet the essential criteria. Please note that the covering letter is an important part of your application and is as much the means by which you will be assessed as your CV.
- Please also complete and return **Annex C**, which includes:
 - [diversity monitoring form](#) – please note that the panel may not consider your application if this form is not returned as it will be considered incomplete. If you do not wish to provide any of the information requested, please tick the 'prefer not to say' boxes. Details of why we request this information and how it is used can be found below.
 - [guaranteed interview request form](#) for disabled persons (if required). Further information on the Guaranteed Interview Scheme can be found below.
 - [nationality form](#), which will be used to verify that you have the right to work in the department.

Please do not PDF your application form.

Please note: the documents stated are mandatory. Your CV and covering letter must be submitted using the application form. Applications that do not include all the required documents will not be accepted.

Completed applications should be emailed to SCSRecruitment@homeoffice.gsi.gov.uk by Monday 23 October 2017.

If you can not apply online, please post applications to the address below and notify the SCS Recruitment Team by calling 0207 035 6594:

SCS Recruitment
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London
SW1P 4DF

Further Information

Should you wish to have an informal discussion about the role please contact Philippa Rouse on 0207 035 1985.

If you have any queries about any aspect of the selection process, please call Sarah Wilson in the SCS Recruitment Team on 0207 035 1987 or email scsrecruitment@homeoffice.gsi.gov.uk.

Equal Opportunities Monitoring

As 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. The form will not be treated as part of your application.

The Home Office Equal Opportunities Statement can be found at Annex A.

Guaranteed Interview Scheme for Disabled Persons

The Home Office is an accredited user of the government's "two ticks" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum 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 form in Annex C. It is not necessary to state the nature of your disability.

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 ethnic 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.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.

Advert Closing Date	Monday 23 October 2017
Short List Meeting	w/c: 30/10/17
Psychological Assessments and briefing sessions	Date range: 06/11/17 – 17/11/17
Final Panel Interviews	w/c: 20/11/17

Recruitment Process

This role is being competed in accordance with the Civil Service Recruitment Principles¹. The selection panel will be chaired by an HR representative of the Home Office, and will include Philippa Rouse, Director of BICS Policy and Marc Owen, Director of National and International Operations, Immigration Enforcement.

The Home Office Recruitment Team will acknowledge your application and advise you of the outcome of the sift meeting. Depending on the number of applications received there may be a second-stage sift.

Candidates invited to final panel interview will need to undergo an individual psychological assessment. The assessment consists of a number of personality questionnaires, verbal and numerical reasoning tests (for which practice tests will be made available), and a subsequent validation discussion with an assessor. The tests can be carried out online in your own time. The session with an assessor usually lasts between 1½ and 2 hours and you will need to be flexible about setting aside time in your diary to do this. The assessment does not lead to a pass or fail decision; rather, it is intended to highlight areas of strength and possible concerns which the panel can probe at interview.

Please note if you have already completed an individual leadership assessment for another SCS post at the same pay band within a two year period, your original assessment will be used.

There may be an opportunity for shortlisted candidates to meet informally with the recruiting line manager or others to discuss the roles in more depth prior to final interview.

The final selection panel interview will be held in London at the Home Office. You will be advised of the format in advance.

Please note: 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 SCS Recruitment Team.

¹ <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2012/11/Recruitment-Principles-April-2012.pdf>

Terms and 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 or fixed term appointment (minimum 2 years). A loan or secondment may also be considered.

Working Arrangements: This role is available on a part-time (4 work days minimum), full-time, on loan basis, or we will also consider pre-arranged job share partnerships.

For existing Civil Servants, interested in job share, you can use the [Civil Service job share webpage](#) to find out more about how job sharing works and the process of applying, being invited to shortlist and interviews. The online tool will help you to look for a suitable job share partner in government departments.

Working Hours: For new entrants to the Civil Service and existing Civil Servants appointed on promotion, basic hours of work will be 37 hours per week, excluding lunch breaks. For existing civil servants appointed on level transfer, your current contractual entitlements in relation to basic hours of work will continue to apply.

Location: The post is based in London or Croydon but travel around the UK, with occasional overnight stays, may be necessary.

Remuneration: The post is set within the SCS Pay Band 1 salary range. Starting salary will be dependent on your qualifications, knowledge and the relevant experience you are able to offer but is expected to be circa. £66,000. No allowances will be payable.

Standard Cabinet Office rules on pay will apply to Civil Servants appointed on level transfer or promotion.

Please note that loan arrangements between government departments may result in successful candidates being appointed on Temporary Promotion arrangements.

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: A range of childcare support options, including holiday play-schemes and a childcare voucher salary sacrifice scheme, is available to Home Office staff. The type of provision available to you will depend on the area in which you work. All staff, male and female, full- and part-time, can apply for childcare support.

Pension: The appointment will be pensionable from the outset. You will be eligible to join the Civil Service pension scheme and more information can be found at www.civilservicepensionscheme.org.uk. Existing Civil Servants will remain in their current scheme.

Please note:

- If you previously worked for an employer who participated in the Civil Service Pension Scheme, different conditions may apply, as may your benefits if you left the Civil Service with an early retirement, severance, or redundancy package. Additional details can be found on the website: <http://www.civilservicepensionscheme.org.uk/>. Further information about these schemes will also be made available on appointment.
- Abatement of pension 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 the Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement or Flexible Early Severance schemes) may 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.

Annual leave: If you are a new entrant to the Civil Service your annual leave allowance will be 25 days in the first year, rising by one day per year (on the anniversary of your start date) to a maximum of 30 days after 5 years of service. 1 day of privilege leave will be given on account of the Queen's birthday every year.

If you are an existing civil servant appointed on promotion, you will be appointed on modernised terms and conditions. Please contact the SCS Recruitment Team on 0207 035 1987/5191 for further details. Existing civil servants appointed on level transfer retain current contractual entitlements in relation to annual leave and privilege leave.

Nationality: This is a non reserved post and therefore 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.** In order to confirm your eligibility for this post, please complete the Annex C form provided with the application papers which asks for information regarding nationality. 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. For more information please contact the SCS Recruitment Team on 0207 035 1987/5191.

Security clearance: The successful candidate will be required to obtain Security Clearance (SC) clearance before taking up post. Further information on what this involves can be obtained by contacting the SCS Recruitment Team on 0207 035 1987/5191. Please note, individuals should normally have been resident in the UK for 5 years preceding their application for SC clearance.

For further information, please follow this link:

[-https://www.fcosservices.gov.uk/products-and-services/network-services/uk-government-services/national-security-vetting/](https://www.fcosservices.gov.uk/products-and-services/network-services/uk-government-services/national-security-vetting/).

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>.

Civil Service Commission: 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/>.

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 scsrecruitment@homeoffice.gsi.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.

Phone: 020 7271 0831

Email: info@csc.gov.uk

ANNEX A

Home Office equal opportunities statement

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes is based both on the individual's ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As a public authority the Home Office has statutory duties placed on it that require it to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies based on gender, gender identity, race, disability, sexual orientation, religion or belief is incompatible with the work and values of the Home Office.