



Department  
for Culture,  
Media & Sport



**WE ARE DCMS**

**Job title:** Chief Scientific Adviser

**Grade:** SCS2

**Reference number:** AAASC

**Closing time and date:** Monday 21 August, 12pm (Midday)



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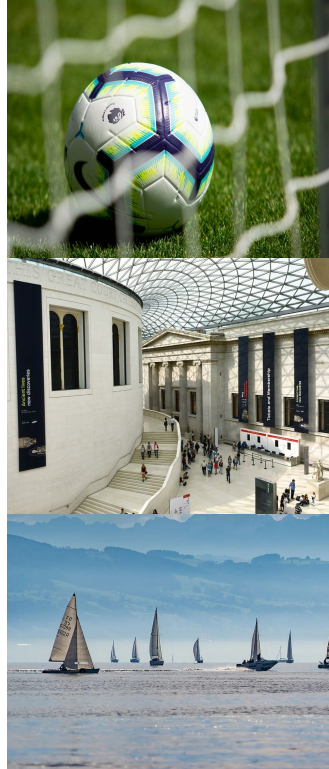
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# Welcome to DCMS

DCMS has innovative and inspiring leaders and a diverse and dynamic team with some of the highest staff engagement scores in government. The areas we are responsible for make a difference every day at a national, local and individual level - thank you for your interest in being a part of this mission. As the department dedicated to the UK's cultural, media, sporting, tourism and charity sectors, we play a major role in growing the economy and enriching lives across the country.

Our sectors support over 3.8 million jobs and our exports - from the creative industries such as film, music and fashion to football's Premier League - are in huge demand around the world. At DCMS, we oversee sectors with a significant impact on people's everyday lives, such as supporting local museums, galleries, cinemas and theatres; building sports pitches and youth facilities; and backing thousands of charities working in communities throughout the country. These are the things that bring pride to local areas, provide huge health and wellbeing benefits and give great value to people's lives.

We have an exciting agenda over the period ahead, with a focus on supporting growth in the UK's cultural and creative industries; investing in grassroots sport to increase participation; reforming football governance with fans at its heart; reviewing gambling laws; creating a media and broadcast system fit for the 21st century; delivering for young people via the National Youth Guarantee; and driving up rates of tourism.



To find out more about DCMS, and what it is like working here, take a look at our [LinkedIn](#) and [GOV.UK pages](#)

# Welcome to DCMS



## Sam Lister

Director General for Strategy & Operations

Thank you for your interest in this exciting opportunity. Our department has invested in transforming our scientific capability in recent years to become more analytically rigorous and data driven. DCMS supports and develops policy for vibrant sectors facing fast-moving challenges, which makes drawing upon the most up-to-date, reliable research ever more important. Our science function ensures that the work of DCMS is underpinned by the best possible research and evidence. The Chief Scientific Adviser is at the heart of this mission, providing scientific leadership for the department and informed scientific and technical advice.

As CSA, you might find yourself judging research on crowd behaviour at events; assessing the challenges of ventilation in theatres; exploring the role of heritage science in protecting the UK's cultural assets in the face of climate change; understanding how digital developments might impact our major collections; investigating the wellbeing effects of grassroots sports; understanding how people interact with video games; and how the creative industries are embracing new technologies. We are seeking someone who is inspired by our agenda and wants to lead our next phase of scientific transformation. If you are that person, we would like to hear from you.

DCMS is an equal opportunities employer and actively supports and promotes diversity, including through the Disability Confident Scheme. We welcome applications from people of all backgrounds and further information can be found in this pack.



# Welcome to DCMS



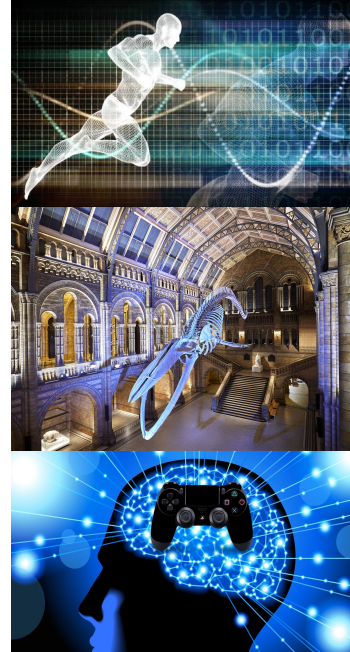
## Angela McLean

Government Chief Scientific Adviser

Thank you for your interest in this role as Chief Scientific Adviser for the Department for Culture, Media and Sport. This is an exciting and interesting role which cuts across the whole of DCMS' work at a time when the importance of scientific evidence and advice is at the forefront. You will play a key role as part of the top team in DCMS, providing independent challenge and ensuring that the Secretary of State and Ministers have access to expert science advice.

You will be nationally and internationally recognised in your field of science or engineering and will need to be an exemplary science communicator. You will also be collaborative to enable you to work across the many sectors in DCMS' remit as well as making links with other Government departments and academia. As an active participant in the cross-government Chief Scientific Adviser network, you will help ensure that policy decisions are evidence based and underpinned by the highest quality science and engineering evidence and understanding.

You will also act as Head of Profession for Government Science and Engineering in DCMS and will help to build their wider capability. As part of the [Science and Technology Framework](#), all our Chief Scientific Advisers will support their departments in contributing towards the UK's science superpower ambitions in the coming months and years. They will link the Department up with leading academia and industry-based research experts to help us achieve our aims.



# Our commitment to diversity and inclusion

DCMS embraces inclusivity, individuality and independent thought and we want people from all backgrounds to be their authentic self and feel valued and supported at work.

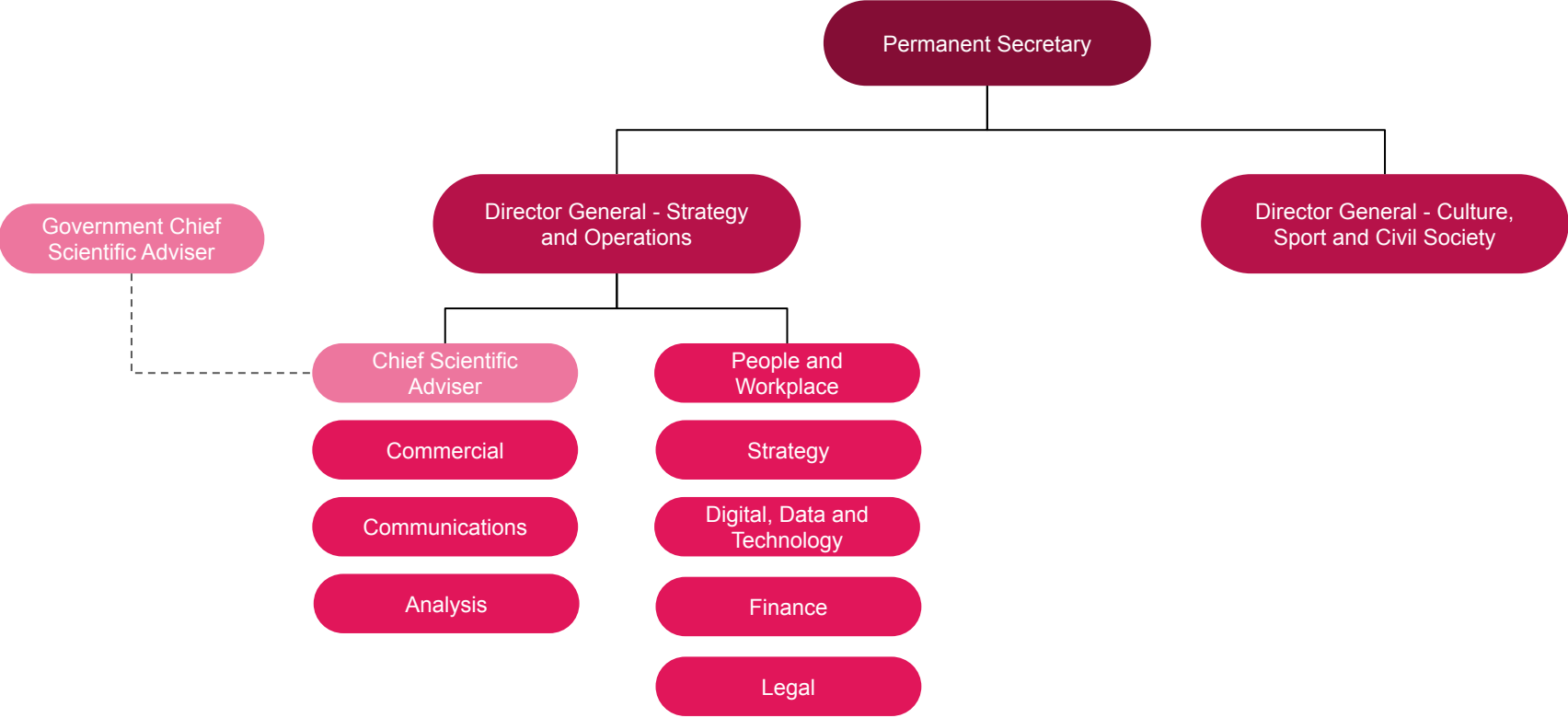
For DCMS to effectively serve the UK population, it must reflect the people that it works for. And so, we are committed to making our workforce as diverse as possible, recognising the value of diversity of thought, background and experience. This will enable DCMS to deliver the best, most inclusive policy outcomes of the highest standards to meet the needs of the diverse UK population.



Examples of how we are making our vision a reality:

- We advertise on a wide range of platforms to engage with and attract candidates, including job boards such as Vercida and Evenbreak.
- We offer reasonable adjustments at application and interview to enable candidates to perform at their best, and workplace adjustments when candidates arrive at DCMS.
- Candidates with a disability who meet the essential criteria in the job specification are guaranteed an interview under the Disability Confidence Scheme.
- We have a zero tolerance policy to Abrasive Behaviour, Harassment, Bullying and Discrimination (ABHD).
- We have over 20 staff networks who represent the diverse backgrounds of our employees.
- We have opened a new second HQ in Manchester and recruit nationally to increase the social mobility and diversity of the department.

# The structure this role operates in...



# About the team

As a Director in the Senior Civil Service (SCS Pay Band 2), the Chief Scientific Adviser (CSA) occupies one of the most senior and influential positions within the department; with the post holder directly supporting the DCMS Secretary of State, Ministers, Permanent Secretary and senior officials.

The CSA is responsible for ensuring that science and engineering evidence and advice is robust, relevant and high quality and that there are mechanisms in place to ensure that policy making is evidence-driven and underpinned by science and engineering. They are supported by a small core team, providing support and outreach externally and into the Department as well as embedded scientific experts responsible for specific areas of scientific advice. A College of Experts is also in place to provide extra expert advice when required.

The CSA also works as part of the cross-government CSA network to ensure that scientific advice in government is appropriately communicated and actioned, resolving issues that cut across departments. The CSA is the departmental Head of the Government Science and Engineering (GSE) profession.

We strongly encourage applications from the widest possible backgrounds to accommodate diversity of thoughts and perspective.





# About the role

As Chief Scientific Adviser, you will:

- Provide scientific leadership and advice to ministers and policy makers to support DCMS in its execution of departmental priorities, establishment of research frameworks and reviews.
- Ensure science and engineering evidence and advice for departmental policies and decisions is robust, relevant and high quality and that there are mechanisms in place to ensure that policy making is underpinned by science and engineering.
- Lead and continue the development of the CSA directorate, departmental scientific advisory structures and the wider DCMS science system, including development of staff and coordination with arm's-length bodies.
- Be responsible for the [Areas of Research Interest Document](#) (ARI) and update of the departmental science plan to articulate the role of science at DCMS.
- Lead the departmental [Government Science and Engineering](#) (GSE) Profession and build the department's community.
- Strengthen the scientific and technical capability across the department and increase the internal skills base, enhancing expertise within policy teams by strengthening links with UKRI funders, research programmes and external research teams.
- Build the external scientific profile of the department and act as a science ambassador to maximise engagement across Government and the external research community.
- Work closely with the Director of Analysis to continue the transformation of the use of evidence in the department. Oversee and provide quality assurance of commissioned research work, ensuring it is underpinned by the highest standards of rigour and integrity.
- Play an active role in departmental senior leadership teams and the governance and strategic direction of DCMS.
- Share good practice across government and maximise the collective expertise of the CSA network to identify and resolve cross departmental problems.

# What are we looking for?

The ideal candidate will have the following key skills and experience.

## Essential requirements:

- Recognised nationally and internationally as a science leader in academia or other research environment; whose area of expertise is of relevance to the sectors covered by the department and its arm's-length bodies.
- Able to operate at a senior level in a medium to large organisation, with the ability to think and act strategically and develop creative solutions to complex problems.
- Excellent at communicating complex scientific and evidence issues clearly and succinctly to decision makers, and ability to act as an effective advocate and ambassador of science.
- Experienced at working effectively in a multidisciplinary way to achieve goals, including identifying and drawing on the advice and experience of experts across a wide range of fields.
- Capable of assimilating, evaluating and interpreting scientific findings and advice across the full spectrum of disciplines, where necessary at short notice and under pressure.
- Skilled in influencing a diverse range of audiences and senior stakeholders and the ability to be effective in a sensitive political environment open to public scrutiny.
- The capability to deliver across a range of responsibilities from advising and supporting detailed, internal policymaking through to representing the department externally.
- Experience of the policy-making process and understanding of how government departments operate.

# Job details

**Number of roles:** 1

**Salary:** £95,000 - £115,000 (pro rata) + benefits (existing Civil Servants will be appointed in line with Civil Service pay rules).

**Contract type:** Fixed term appointment for 3-years, with the possibility to extend for a further 2-years.

**Length of contract:** There is an expectation that the successful individual will stay for a minimum of 3 years in this role.

**Who can apply?:** Civil Servants and external applicants.

**Level of security required:** You must hold, or be willing to obtain DV level security clearance.

**Working patterns:** Flexible Working, Part-time, Job share.

**Working hours:** This role is part-time, with the option to work 2 to 4 days per week (subject to line manager agreement).

**Location:** This role will be based in either DCMS hubs - London or Manchester.

If you are an existing DCMS employee contracted to a location different to the ones listed above you can still apply for this role and retain your current contracted location.

The successful candidate will have the flexibility to work remotely, with the expectation that they attend a hub location no less than four times a month.

Regular travel to London is likely to be required, occasional travel to other hubs may be required. If you have further questions on locations, please refer to the 'Information for Applicants' document attached to the job advert.

# Employee benefits

As a DCMS employee, you'll be entitled to a large range of benefits including:



A Civil Service pension - average 27% employer contribution



26.5 days annual leave - rising to 31.5 after 5 years service (pro rata)



Employee benefits system and staff reward and recognition bonuses



Staff wellbeing, flexible working and hybrid working



Exceptional learning and development opportunities



Generous leave for parents - including 9 months full-pay maternity leave

# How to apply



Saxton Bampfylde Ltd is acting as an employment agency adviser to the DCMS on this appointment.

To apply for this post, please send us the following documents no later than 12pm (midday) on Monday 21 August via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) (using code AAASC):

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you provide employment history that relates to the essential and desirable criteria, and that any gaps in employment history within the last 2 years are explained. The CV should not exceed more than 3 x A4 pages and you should insert your CV into the "Job History" section on Civil Service Jobs on the Civil Service Jobs application form.
- A **Statement of Suitability** (max **1000** words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential requirements highlighted. You may also choose to reference the desirable skills listed.
- Notification of **any dates you are unable to accommodate** within the indicative timetable.
- You will also be asked to complete a **diversity monitoring form**.

For the **longlist**, we will assess your experience and select applicants demonstrating the best fit for the role by considering the evidence provided in your application.

In the event of a large number of applicants, an initial sift will be conducted on the **statement of suitability**. Those who are successful in the initial sift will then be scored on all elements of the application.

Should you encounter any issues with your online application please get in touch with: Rhys O'Connell-Davies ([rhys.davies@saxbam.com](mailto:rhys.davies@saxbam.com))

# Selection process details

<b>Advert closing date:</b>	Monday 21 August, 12pm (midday)
<b>Longlisting:</b>	w/c 21 August 2023
<b>Shortlisting:</b>	w/c 11 September 2023
<b>Leadership assessment:</b>	w/c 18 September 2023
<b>Interviews:</b>	w/c 25 September 2023
<b>Feedback:</b>	w/c 2 October 2023

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process. Please note, interviews will be held at 100 Parliament Street, London and expenses incurred during the selection process will not be reimbursed.

## Feedback

Please note you will only receive feedback if you reach the interview stage. Following interview, all candidates will receive a score along with some short written feedback on your performance at interview.

## Get in touch

If you would like to discuss the role in more detail please contact: [stratops.dg@dcms.gov.uk](mailto:stratops.dg@dcms.gov.uk)



# Selection Process Details (continued)

## The panel

Paul Gray, Civil Service Commissioner will Chair the panel and will provide assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

The assessment panel will also consist of:

- **Sam Lister**, Director General for Strategy and Operations (DCMS)
- **Charlotte Watts**, Chief Scientific Adviser (FCDO)
- **Urvashi Parashar**, DCMS Director of Analysis (incoming)

## Longlist

The panel outlined above will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'essential requirements' section of this pack. Failure to address any or all of these may affect your application.

Candidates who are longlisted will be invited to an initial interview with Saxton Bampfylde consultants ahead of the shortlisting meeting with the panel.

## Shortlist

Shortlisted candidates will then:

- Undertake a **leadership assessment** which will consist of psychometric tests and a virtual meeting with an assessor.
- Participate in a virtual **staff engagement panel** with a selection of colleagues from across DCMS.
- Complete a **final panel interview**, chaired by Paul Gray from the Civil Service Commission.

If you are shortlisted, you will be offered an informal conversation with Sam Lister and/or Angela McLean (Government Chief Scientific Adviser), ahead of the final panel interview. This does not form part of the assessment process and is merely an opportunity for you to find out more about the role.

# Selection Process Details (continued)

## Assessment

If shortlisted, you will be invited to undertake two assessments as part of this recruitment prior to a final interview panel:

- **A staff engagement exercise:** a structured exercise which involves shortlisted candidates facilitating a discussion with a selection of staff from the Department on a given topic.
- **Psychometric leadership assessment:** a combination of personality and professional styles assessments followed by a conversation with an occupational psychologist.

These assessments will not result in a “pass” or “fail” decision. Rather, they are designed to support the panel’s decision making and highlight areas for the panel to explore further at interview.



# The Interview

The interview process will test you against the **essential criteria** and assess **behaviours**, **experience** and **technical skills** and may include a **presentation**.

**The behaviours to be tested at interview are:**

- Communicating and Influencing
- Leadership
- Making Effective Decisions
- Seeing the Big Picture

As part of your interview, you may be asked to deliver a short oral presentation. Full details of this, including the topic, and whether or not you will need to use visual aids, will be sent to you prior to your interview.



# How to answer behaviour questions at interview

## Behaviour questions

Behaviours relate to whether applicants have the skills to carry out specific tasks by asking for examples of their experience. An example of a behaviour question would be:

- ***'Tell me about a time when you've had to deal with a difficult customer requirement.'***

See the [Civil Service Success Profiles Behaviours framework](#) to check the expected performance expectation for this grade.

During your interview, we recommend you use the 'STAR' model:

- **Situation**
- **Task**
- **Action**
- **Result**

# Success Profiles

The [Success Profiles framework](#) is what the Civil Service use to assess candidates, in order to find the right person for the job.

Throughout the assessment process, we will be assessing you against Civil Service Success Profiles.

Within this candidate pack you will find information on which elements of Success Profiles you are being assessed against.



🖱️ Click on each box for more information about each item

# Role of the Civil Service Commission

The selection panel, working to the standards required by the Civil Service Commission, will assess applications on merit and will employ open and transparent processes in determining the candidate considered most suitable for this appointment.

## **The Civil Service Commission has two key functions:**

1. Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
2. Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.

More details of the Commissioners' role in Civil Service recruitment and a downloadable copy of the Recruitment Principles can be found at <http://civilservicecommission.independent.gov.uk>.

If you feel your application has not been treated in accordance with the Commissioners' Recruitment Principles and you wish to make a complaint, you should, in the first instance, contact the SCS Recruitment Team at [scsrecruitment.grs@cabinetoffice.gov.uk](mailto:scsrecruitment.grs@cabinetoffice.gov.uk) If you are not satisfied with the response you receive from the department, you can contact the Office of the Civil Service Commissioners at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>.

# Questions?

If you have any questions regarding this opportunity, or the recruitment process, please consult the 'Information for Applicants' document attached to the job advert.

