

OFFICIAL



Civil Service



Foreign, Commonwealth
& Development Office

Briefing Pack: Chief Scientific Adviser, SCS2

September 2023



Contents

Welcome message	3
Why join the FCDO	4
About the Role	5
Person Specification	7
Recruitment Process including How to Apply	9
Detailed Terms	11

Welcome message from Nick Dyer, Second Permanent Under-Secretary



Thank you for your interest in the role of Chief Scientific Adviser (CSA) for the Foreign Commonwealth and Development Office (FCDO).

This is a unique and exciting role. As CSA you will be the lead scientific adviser to the Foreign Secretary on all the UK's foreign and development policy. More broadly, the CSA plays a critical role as trusted advisor to FCDO Ministers and senior officials providing analysis, independent challenge, and thought leadership on issues ranging climate change and global science partnership to how emerging technology can best support the Sustainable Development Goals.

As the CSA you will oversee a team of ~100 scientists and officials, who work closely with all parts of the FCDO, supporting them to ensure decisions reflect the best evidence and analysis. You will also have responsibility for a significant R&D budget.

The role has a very broad mandate to ensure high-quality research is used to inform such issues as how the UK and allies should respond to global food insecurity, gender inequality or pandemic preparedness. To cover this broad portfolio, the CSA is able to draw on (and delegate to) a highly experienced team with expertise in specific areas as well as access experts across the UK.

In this role, you will also have flexibility to focus on the issues you identify as most critical to the FCDO and where scientific research and analysis can make the most difference. You will need to work in close partnership with other CSAs embedded in government departments to provide internal advice, as well as with your counterparts in international agencies and foreign governments. This will allow you to have considerable influence on the global stage. From time to time, you may also advise foreign partners directly e.g. on their domestic health or sustainability policies.

Against a backdrop of a shifting balance of global power, food insecurity, worsening impacts of climate change and the urgent need to get all Sustainable Development Goals back on track, this is amongst the most rewarding and challenging jobs in Government. If you think you have the skills and interest to succeed in this role, I look forward to hearing from you.

Why join the FCDO?



The Foreign, Commonwealth and Development Office is the Government's lead Department for international affairs. We promote the interests of British citizens, safeguard the UK's security, defend our values, reduce poverty and tackle global challenges with our international partners. As the pace of geopolitical change is intensifying, our work is even more vital. We are investing in the global relationships we need for the long-term, countering adversaries and shaping an international order based on the values, openness and stability on which our security and prosperity depend.

We are a relatively new Ministerial Department, following the merger of the Foreign and Commonwealth Office and the Department for International Development in September 2020. We are supported by 12 agencies and public bodies and we employ around 17,000 staff across 280 locations overseas and in UK offices in London, East Kilbride and Milton Keynes.

Working at the heart of the FCDO will provide you with an opportunity to work on a wide range of international issues, from supporting Ukraine to win the war against Russia to building stronger relations with countries in the Indo-Pacific; from providing consular support to British people, to standing up for the rights of women and girls around the world and so much more. To deliver this, we are building a One FCDO team that takes the long view, investing patiently and effectively in the outcomes we want to achieve in the long-term; and combine this with the agility to respond to changing priorities and emerging risks, shaping world events rather than being a commentator on the sidelines. We trust and empower our staff, encouraging them to lead His Majesty's Government (HMG) internationally to deliver greater coherence and impact.

We expect all our leaders to foster a kind and respectful environment, enabling their colleagues to be the best they can be and encouraging an inclusive and diverse workforce who work together efficiently, systematically and supportively to solve problems. The Civil Service delivers public services and supports the government of the day to develop and implement its policies. The Civil Service is facing an unprecedented set of complex policy and delivery challenges, and has a clear vision of the performance, delivery and values that will be fundamental to our response. The Declaration on Government Reform sets a clear imperative: we must have the best people leading and working in Government to deliver better outcomes for our citizens.

The Role

The Chief Scientific Advisor (CSA) is the most senior scientist in the FCDO, and plays a leading role in enabling the FCDO and the Government to harness the power of research, evidence, expertise and science diplomacy to deliver the Integrated Review, International Development Strategy, International Technology Strategy and support the UK to be a leading science power globally.

The CSA is professionally independent and performs an independent challenge function to FCDO, having lead responsibility for the provision of science advice to the FCDO, and ensuring that policy advice and action is underpinned by science, rigorous evidence and sound technical analysis, and that reliable sources of analysis and technical expertise can be accessed, including at pace, in emergencies.

They have overall leadership and management of over 100 staff, with direct responsibility for research management and delivery of approx. £1.1b R&D in this Spending Review period.

Key Responsibilities:

The CSA has 4 key roles:

- Lead responsibility for the provision of science advice to the Foreign Secretary and the FCDO across the spectrum of FCDO interests, from diplomacy to development, security to sustainability, including in emergencies (such as armed conflict, natural disasters, and terrorist events).
- Lead the Research and Evidence Directorate, delivering specialised research commissioning, innovative technology development; supporting global science diplomacy, leadership of relevant expert cadres; and responsive research analysis and science advice.
- Take overall responsibility for research management and delivery (with a budget of approximately £1.1b ODA) and research/science policy for the FCDO.
- Participate as a member of the FCDO's Executive Committee, contributing technical and independent input across the FCDO's policy areas, and work with the wider community of Departmental Chief Scientific Advisors, to inform wider government science policy and make government wide contributions of subject specific knowledge and networks. The Executive Committee is the primary day-to-day operational decision-making body of the FCDO.

Transformation and culture leadership:

Shaping the FCDO as it transforms and leading the culture we want to see is integral to every senior leadership role in the FCDO. You will set and deliver a compelling vision for your portfolio of responsibilities, working collaboratively across DG Areas with Directors, Heads of Mission and the Permanent Under-Secretary, as well as with Ministers, wider Government and international partners where appropriate. You will use evidence, data, metrics and evaluation to drive impact.

How we as leaders make decisions, do the job and behave will set the tone for our people. We expect our leaders to be accountable for FCDO ambitions on inclusion and diversity, leading their teams with inclusivity and respect, and to role model our cultural vision.

- We draw on the expertise, insight and diverse perspectives (and diversity of thought) of people across and outside the FCDO in our decision-making. We frame our decisions within a long-term approach. We are transparent about the rationale for decisions.
- We encourage and reward innovation, including in use of data and digital. We are agile in our approach, and our use of resources, alert to emerging opportunities / challenges and open to change. We are all clear on what we are expected to deliver and supported in doing so. We all look to reduce duplication and unnecessary process.
- We put respect and kindness first. We are committed to including people and getting to know each other. We will ensure we take care of each other's wellbeing. We are efficient and systematic in how we collaborate. We work together supportively to solve problems.

Contact for further information

Saxton Bampfylde Ltd is acting as an employment agency advisor to the FCDO on this appointment.

For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Rhys O'Connell-Davies at Saxton Bampfylde - rhys.davies@saxbam.com - who will assist you with any questions you might have about the role or the recruitment process.

Person Specification

It is important that in your application you provide evidence and examples of proven experience of the essential selection criteria below. Candidates will be assessed against Experience and Behaviours. Responses will be developed and discussed with candidates invited to interview.

Experience:

The successful candidate will be able to demonstrate ability to:

Essential

- An outstanding track record in leading and conducting applied research of internationally recognised standing, in an area of interest to the FCDO, that has delivered demonstrable impacts on policy or populations. Particular areas of interest include health and climate change with a development focus;
- Proven ability to understand and synthesise science / research findings across a broad range of quantitative and qualitative disciplines, and an ability to communicate complex concepts clearly and accurately to policy makers verbally and in writing;
- Widely recognised leadership skills, excellent interpersonal and communication skills, an ability to inspire and mobilise teams, even in times of crisis and uncertainty, and excellent organisational skills with an ability to strategically prioritise over a wide portfolio of work;
- A track record of successfully working with policy makers and a broad interest in and understanding of: government structures and research funding systems; the main issues facing UK and international universities and the wider science sector; development and foreign policy; and the role of governments in helping to harness the economic, social and security opportunities that science provides.

Desirable

- Experience of operating across multiple geographies and cultures.

Behaviours:

We would also expect this leader to demonstrate daily and **excel at** the following behaviours:

- **Seeing the Big Picture**
- **Communicating and Influencing**
- **Delivering at Pace**
- **Working Together**

Please see guidance on **Civil Service Success Profiles**. Note that 'Strengths' are not currently being tested for FCDO Senior Civil Service recruitment.

The Recruitment Process

The recruitment & appointment process will begin with the submission of a covering letter accompanied by a CV. The Covering Letter (2 A4 pages max) will be expected to set out how the candidate meets the criteria set out in the Job Description.

Candidates' CVs and Covering Letters will be assessed against their ability to deliver against the requirements set out in the Job Description.

An eligibility sift will be conducted and successful candidates will progress to an initial interview with Saxton Bampfylde, followed by a short-listing process. If shortlisted, you will be asked to participate in a Staff Engagement Exercise and/or other assessments to test your leadership skills, to attend some stakeholder engagement meetings and a panel interview, in order to have a more in-depth discussion of your previous experience and evidence provided in relation to the criteria set out in the Person Specification.

Interviews are expected to take place **the week commencing 4 December and 11 December 2023 and are likely to be face to face.**

The panel will be chaired by Lea Paterson, from the Civil Service Commission. Other panel members are likely to include (but may not be limited to) Professor Dame Angela McLean, the Government Chief Scientific Adviser, the FCDO Director General for Economics, Science and Technology and the FCDO Director General for Humanitarian and Development.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the FCDO on this appointment.

Candidates should apply for this role through our website www.saxbam.com/appointments using code **AXWD**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online diversity questionnaire*. The closing date for applications is **midday 30 October 2023**.

*The diversity questionnaire online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all short-listed candidates. If shortlisted you will be asked to complete a candidate information form, which will include details of your current

remuneration package, plus the names and contact details of two referees who we can contact at the shortlist stage (before the final interview) including for how long they have known you and in what capacity. We will not contact them without your consent.

This vacancy is part of the A Great Place to Work for Veterans initiative. For further information please follow the link: <https://www.civil-service-careers.gov.uk/great-place-to-work-for-veterans/>

The FCDO is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations that have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role, as outlined in the 'Person Specification' section in this pack. If you wish to claim a guaranteed interview you will be as at the point you submit your application.

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles. 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 csc.recruitment@fcdo.gov.uk at the FCDO in the first instance.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Detailed Terms

- This role is being offered on a fixed term or loan/secondment basis, usually for a minimum of 3 years, with the possibility of extension by mutual agreement.
- If you are successful and are from outside of the Civil Service, you can expect your salary on appointment to be between £110,000 to £120,000 per annum. If you're an existing Civil Servant, your salary will be agreed in line with the Civil Service pay rules in place on the date of your appointment. Candidates from outside the Civil Service applying on a secondment basis will normally remain on their parent organisations terms, including pay.
- This role is offered by the Foreign, Commonwealth & Development Office (FCDO) on a fixed term, loan or secondment basis. This could be as either a full-time or part-time position, at 0.8 or 0.9 FTE. We encourage flexible working requests, which will help us role model this approach to the wider organisation. This could include, but is not limited to, remote working, flexible start and finish times, job sharing or compressed hours. Please indicate what flexibility you would like in your application and we will explore what's possible for this role with you. FCDO officers will remain on their legacy Department's Terms and Conditions. Individuals appointed on loan/interchange terms should see separately the interchange guidance notes. You must have Home Department permission to apply. The role can be based in either of our two Headquarters at King Charles Street, London, or Abercrombie House, East Kilbride, with travel expected between both locations. If based in East Kilbride, more travel to London would be expected than vice versa. You will also be expected to undertake some overseas travel (around 6-12 trips per year).

Please note that:

- Civil Service pension arrangements will apply and you will have the option of joining the Civil Service Alpha Pension Scheme, a defined benefit (DB) pension scheme. The current employer contribution rate for this salary level is in excess of 30% of salary as explained at Civil Service Pension Scheme
- The role includes 25 days annual leave, increasing on a sliding scale to 30 days after 5 years' service. (This is in addition to 8 public holidays and one privilege day)
- If successful you must hold, or be willing to obtain, security clearance up to Developed Vetting level. More information about the vetting process can be found here: [United Kingdom Security Vetting: clearance levels - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/united-kingdom-security-vetting-clearance-levels).
- You will need to hold the right immigration status and nationality requirements for this role as it is a reserved post and only open to UK nationals. You will be eligible for appointment only if: you are a British citizen; and you have been resident in the UK for

five out of the last ten years immediately prior to your application. Please note that at least one year of this must have been a consecutive 12-month period, unless you have served overseas with HM Forces, or in some other official capacity as a representative of His Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment. Please ask Rhys.Davies@saxbam.com in the first instance, if you have any questions.

- Unfortunately, we will not be able to reimburse you for any expenses incurred as part of this recruitment process.

To ensure the integrity of the judgements and decisions they make every day, all civil servants must make sure that no conflict arises – or could be perceived to arise - between their public duties and their private interests when joining, or leaving, the civil service. This is a requirement of our Civil Service Code and is designed to protect both individual civil servants and their employing departments. If you believe you have any interests that might be relevant (or be perceived as relevant) to your ability to undertake this role, please let Rhys Davies know early in the process. Such interests may be financial or may be related to the relationships you have with specific individuals, organisations, or employers. Rhys will be able to discuss those interests with you and help work through potential next steps.

OFFICIAL



Civil Service



Foreign, Commonwealth
& Development Office