



Department for
Science, Innovation
& Technology

Saxton Bampfylde

Chief Scientific Adviser

Pay Range: £97,000 - £162,500

Reference: ABIIB

Closing date: Midday, Monday 11th December

Locations: London, Manchester, Edinburgh, Cardiff, Darlington,
Birmingham





Welcome



The Department



Diversity & Inclusion



The Role



Recruitment Process



Benefits



Welcome Messages



Sarah Munby
Permanent Secretary DSIT

Thank you for your interest in this role. This is an incredibly exciting time to be joining the Department for Science Innovation and Technology (DSIT). As a department, our goal is to cement the UK's place as a global science and technology superpower by 2030, by growing the economy, creating high-paid jobs of the future, protecting our security, and radically improving people's lives through science, innovation and technology.

DSIT is a stimulating, inspiring organisation, offering challenging and fascinating work that really makes a difference, as well as the opportunity to progress your career. Our Chief Scientific Adviser is at the heart of our mission to ensure the work of DSIT is underpinned by the best possible research and evidence. We are seeking someone who is inspired by our agenda and wants to help us improve how we work. If you are that person, we would like to hear from you.



Professor Dame Angela McLean
Government Chief Scientific Adviser

Thank you for your interest in this role as Chief Scientific Adviser for DSIT. This is an exciting and interesting role which cuts across the whole of DSIT's 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 DSIT, 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 DSIT's 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 DSIT 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.



About the Department of Science Innovation and Technology (DSIT)

On 7 February 2023, the Prime Minister Rishi Sunak announced a machinery of government (MOG) change to ensure greater focus, dedicated leadership and better targeted resources to deliver the government priorities.

The Department of Business, Energy and Industrial Strategy (BEIS) was dissolved leading to the creation of the dedicated Department for Science, Innovation and Technology, the newly created Department for Energy Security and Net Zero, a single Department for Business and Trade and a streamlined and refocused Department for Culture, Media and Sport.

The Science, Research and Innovation Directorate forms part of the exciting new Department for Science, Innovation and Technology (DSIT) led by Michelle Donelan as Secretary of State with Sarah Munby as Permanent Secretary. It incorporates the BEIS DG Group of Science, Innovation and Growth, the DG Group for Digital and Tech from DCMS and the Office for Science and Technology from the Cabinet Office.

On 6 March the Secretary of State and Prime Minister announced a new landmark Science and Technology Framework. This is the first major piece of work to come out of our new department. The framework will help to cement the UK's place as a science and technology superpower by 2030 and comes alongside a raft of new measures backed by over £370 million to boost investment in innovation, bring the world's best talent to the UK, and seize the potential of ground-breaking new technologies like AI.

DSIT Mission

The Department for Science, Innovation and Technology will focus on positioning the UK at the forefront of global scientific and technological advancement. It will build on our strong foundations of world-class research, a thriving technology scene and global networks of collaboration to create a golden thread from outstanding basic science to innovations that change lives and sustain economic growth. It will direct record levels of R&D, and deliver talent programmes, physical and digital infrastructure and regulation to support our economy, security, public services and wider Government priorities.



About the Department of Science Innovation and Technology (DSIT)

DSIT Priority Outcomes

1. Optimise public R&D investment to support areas of relative UK strength and increase the level of private R&D to make our economy the most innovative in the world.
2. Promote a diverse research and innovation system that connects discovery to new companies, growth and jobs – including by delivering world-class physical and digital infrastructure (such as gigabit broadband), making the UK the best place to start and grow a technology business and developing and attracting top talent.
3. Put our public services – including the NHS and schools – at the forefront of innovation, championing new ways of working and the development of in-house STEM capability to improve outcomes for people.
4. Strengthen international collaboration on science and technology in line with the Integrated Review, and ensure our researchers are able to continue to work with leading scientists in Europe and around the world.
5. Deliver key legislative and regulatory reforms to drive competition and promote innovation, including the Data Protection and Digital Information Bill, the Digital Markets, Competition and Consumer Bill and our pro-innovation approach to regulating AI.
6. Pass the remaining stages of the reformed Online Safety Bill to keep British people, especially children, safe online.



Diversity and Inclusion



The Civil Service is committed to becoming the most inclusive employer in the UK.

DSIT is committed to being an equal opportunities employer. We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us - regardless of background.

If you're interested in becoming a world class leader, developing your career with us - starting with this interesting and challenging role - or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

“Our differences enrich us, our diversity makes us strong.”



Vacancy Description

About the role

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

DSIT's policy remit covers fascinating and emerging sectors and technologies. Therefore, this role offers the right candidate an exciting opportunity to showcase the art of the possible, working collaboratively across government and beyond to fundamentally shift the dial on our understanding of these sectors and technologies.

As CSA you will bring deep expertise in science and innovation, the ability to work fluently across a range of disciplines and experience working across academia and industry. You will provide scientific advice across DSIT and drive the departmental science system to ensure the Department's policies are based on the best available science and engineering evidence.

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 core team, providing support and outreach externally and into the Department as well as embedded scientific experts responsible for specific areas of scientific advice.

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.

Job Title

Chief Scientific Adviser

Vacancy reference ABIIB

Salary

£97,000-£162,500



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Key Responsibilities

As Chief Scientific Adviser you will:

- Provide scientific leadership and advice to ministers and policy makers to support DSIT 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.
- Play an active role in departmental senior leadership teams and the governance and strategic direction of DSIT.
- Work closely with the Director of Analysis to oversee and provide quality assurance of commissioned research work, ensuring it is underpinned by the highest standards of rigour and integrity.
- 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.
- Lead and continue the development of DSIT structures to provide scientific advice to support policymaking and the wider DSIT science system, including development of staff and engagement with our partner organisations.
- Be responsible for the publication of the Areas of Research Interest (ARI) document and update of the departmental science plan to articulate the role of science at DSIT.
- Build the external scientific profile of the department and act as a science ambassador to maximise engagement across Government and the external research community.
- Share good practice across government and maximise the collective expertise of the CSA network to identify and resolve cross departmental problems.
- Provide professional leadership for scientists and engineers in the department as Head of the departmental [Government Science and Engineering](#) (GSE) Profession.



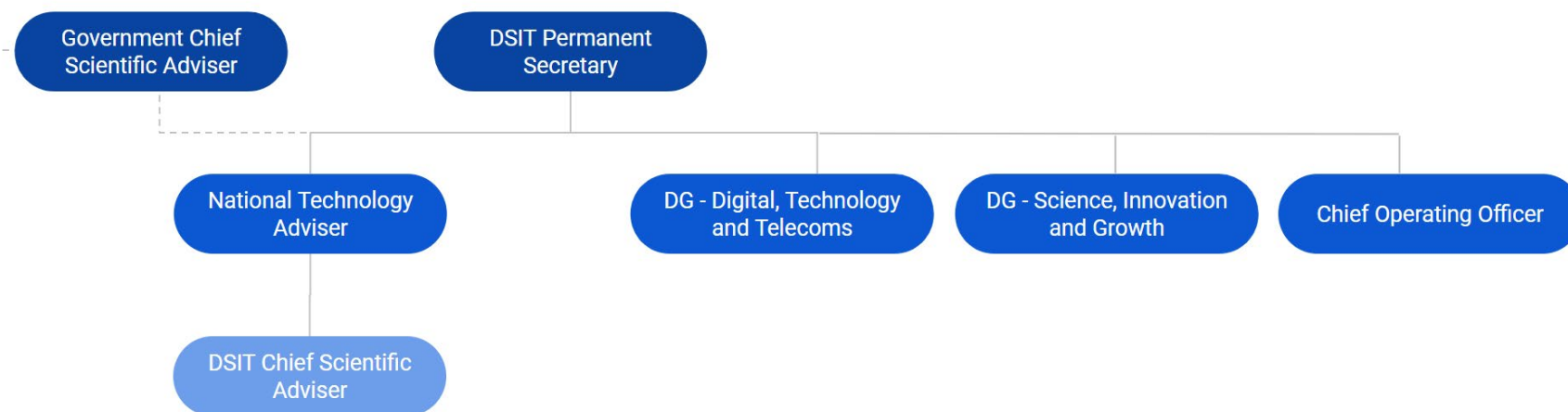
Job Title

Chief Scientific Adviser

**Vacancy reference
ABIIB****Salary**

£97,000-£162,500

Structure the role operates in



National Technology Adviser

The CSA reports to the National Technology Adviser (NTA). The NTA is a high profile role critical to ensuring the UK can realise the benefits of new technologies to boost the economy, ensure national security and tackle the greatest challenges of the day.

Government Chief Scientific Adviser

The Government Chief Scientific Adviser (GCSA) provides independent scientific advice to the Prime Minister and members of cabinet, advises the government on aspects of policy on science and technology and ensures the use of scientific evidence and advice in government. Departmental CSAs engage closely with the GCSA, Government Office for Science and the CSA Network, working together to address and advise on issues which cut across government.



Job Title
Chief Scientific Adviser

Vacancy reference
ABIIB

Salary
£97,000-£162,500

Person Specification

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

- Recognised nationally and internationally as a science leader in academia or other research environment; whose area of expertise is of relevance to DSIT's policy remit. In particular, we value those who can demonstrate deep knowledge, or achievements, in the translation of research to societal impact or economic benefit. A significant proportion of the department's work relates to digital technology, but not exclusively so.
- 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, working in partnership with others.
- 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, including academia, industry and government, 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.



Recruitment Process

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Department for Science, Innovation and Technology (DSIT) on this appointment.

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

Click on the 'apply' button and follow the instructions to upload a CV and statement of suitability, and complete the online diversity questionnaire*.

The closing date for applications is **midday, Monday 11 December 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*

To apply for this post please submit the following no later than **midday, Monday 11 December 2023**. As part of the application process you are asked to complete the following:

1. A **CV** setting out your career history, highlighting specific responsibilities and achievements that are relevant for this role, relevant achievements in recent posts, together with reasons for any gaps within the last two years.
2. A **Statement of Suitability (no more than 1000 words)** explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.



Recruitment Process

The panel

Paul Kernaghan, 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:

- **Dave Smith**, National Technology Adviser (DSIT)
- **Alison Kilburn**, Director of Analysis (DSIT)
- **Sarah Sharples**, Chief Scientific Adviser (DfT)

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:

- May need to undertake a **leadership assessment** which will consist of psychometric assessments
- Participate in a **staff engagement exercise** with a selection of colleagues from across DSIT.
- Complete a **final panel interview**, chaired by Paul Kernaghan from the Civil Service Commission.

If you are shortlisted, you will be offered an informal conversation with 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.

Please note that candidates who are shortlisted for final panel interview will be subject to light-touch social media checks by Saxton Bampfylde



Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please indicate this in your application. **The Staff Engagement Exercise and final stage panel interviews will be held in person and based in London.** Candidates are asked to note the indicative timetable, exercising flexibility through the recruitment and selection process. The anticipated timetable is as follows:

Advert Closing Date:

midday, Monday 11 December 2023

Interviews with Saxton Bampfylde for longlisted candidates:

w/c 1-15 January 2024

Informal 1-1 conversation and leadership assessments for

shortlisted candidates:

w/c 29th January – w/c 5th February 2024

Staff Engagement Exercise and Final Stage Panel Interviews

w/c 12 February 2024



Recruitment Process

Reserve lists

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without a new competition.

Civil Service Commission

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](#).

In accordance with the Civil Service Commissioners' Recruitment Principles, our recruitment and selection processes are underpinned by the requirement of appointment on the basis of merit by fair and open competition. If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance you should contact; scscandidate.grs@cabinetoffice.gov.uk.

If you are not satisfied with the response you receive you can contact the Civil Service Commission at:

Civil Service Commission, Room G/8, 1 Horse Guards Road SW1A 2HQ. www.civilservicecommission.independent.gov.uk
info@csc.gov.uk.

Alternative Formats

If you wish to receive a hard copy of the information, or in an alternative format e.g. Audio, Braille or large font then please contact: Rhys.Davies@saxbam.com

If you are unable to complete your application online, and need assistance, we may be able to put a reasonable adjustment in place to help.

If this is the case, please contact us at:

Rhys.Davies@saxbam.com and we will look into this situation for you.

Further Information

If you have any questions about applying for this role or want to discuss the role further with the vacancy holder, please contact:

Rhys.Davies@saxbam.com

Please ensure you quote the job title and reference number in your email.



Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment

Salary

The post is at Senior Civil Service Pay Band 2 (SCS2) level.
The current salary is: £97,000 – £162,500 (pro rata).

Staff applying on promotion will be appointed to the salary band minimum or with an increase of 10% of their existing salary, whichever is greater. Individuals appointed on level transfer will retain their existing salary. Standard pay rules apply for existing civil servants.

Appointment Term

3 Year Fixed Term Appointment, with the possibility to extend a further 2 years,

Location

London, Manchester, Edinburgh, Cardiff, Darlington, Birmingham
Regular travel to London is likely to be required.

Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead. You'll benefit from a wide range of training and development opportunities, regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

This includes

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays and one day's leave for the King's birthday.
- A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire;
- Flexible working patterns including part-time or time-term working and access to Flexible Working Schemes allowing you to vary your working day as long as you work your total hours;
- Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers;
- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle;
- The opportunity to use onsite facilities including fitness centres and staff canteens (where applicable); and.
- Occupational sick pay.



Terms, Conditions and Benefits

Working Arrangements

This role is available for Full-time, Part time working (minimum 80%), Flexible Working, Job-share. However, any specific arrangements should be discussed with the vacancy holder.

Pension

Your pension is a valuable part of your total reward package where the employer makes a significant contribution to the cost of your pension.

Your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

For more information, visit www.civilservicepensionscheme.org.uk

Leave Allowance

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years' service.

In addition to this you are entitled to 8 public/bank holidays. The allowance is pro-rated for part-time staff.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

Training and Development

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

Other Benefits

Any move to DSIT from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may, however, be eligible for other government schemes, including Tax Free Childcare.

Determine your eligibility at: <https://www.childcarechoices.gov.uk>

Interest free season ticket and bicycle loans may be available.

Some sites also offer onsite facilities including fitness centres and staff canteens.



Benefits of working for the Civil Service



“I believe your pension is the most important benefit after your salary that you can have when you are employed in the Civil Service. Providing you with financial security when you retire and also providing cover for your family and loved ones should the worst happen”

Great member pension

- ✓ Defined Benefit Pension Scheme.
- ✓ Providing a secure pension payable for life with no investment uncertainty.
- ✓ Choice of a tax free lump sum.
- ✓ Amongst the lowest member contributions in a public sector.
- ✓ Build rate of 2.32% of your earnings as a pension each year.

What pension could you get?

- For example if you earned £80,000 per year and remained in the Defined Benefit Scheme.
- ✓ After 10 years you could have a pension of £18,560pa which represents a Lifetime Allowance of circa 35%.

Generous employer contributions

- ✓ Employer contribution towards the main Defined Benefit pension scheme is extremely generous with an average 27% of your pay.
- ✓ Employer Contribution towards the Defined Contribution Scheme is between 8% - 14.75% depending on age.

Death benefits

- ✓ Able to nominate anyone (including charities) for a Tax free lump sum in the event of your death.
- ✓ Lump Sum of up to two times your pay.
- ✓ Main Scheme provides a Pension for your spouse/partner of around 37.5% of your pension as well as pension for eligible children.

For more information on the Civil Service Pension Scheme please visit www.civilservicepensionscheme.org.uk



Terms, Conditions and Benefits

Eligibility

The post is advertised to suitably qualified people in the external market and to existing Civil Servants and those in accredited Non Departmental Public Bodies.

Security Clearance

Before the appointment of the successful candidate can be confirmed, the Department will undertake background security checks. As part of this, we will need to confirm your identity, employment history over the past three years (or course details if you were in education), nationality and immigration status, and criminal record (unspent convictions only).

The successful candidate must hold or be willing to obtain DV level clearance.

For more information about the vetting process please refer to [Cabinet Office HMG Personnel Security Controls](#) and [United Kingdom Security Vetting: clearance levels](#).

The qualifying criteria needed to apply for DV is to be:
A 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 twelve 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."

Nationality

This job is broadly open to the following groups:

- UK nationals.
- nationals of the Republic of Ireland.
- nationals of Commonwealth countries.
- European Economic Area (EEA) nationals with (or eligible for) status under the European Union Settlement Scheme (EUSS).
- relevant EEA or Turkish nationals working in the Civil Service.
- relevant EEA or Turkish nationals who have built up the right to work in the Civil Service.
- certain family members of the relevant (European Union) EU and Turkish nationals.

Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is **not** a reserved post.



Terms, Conditions and Benefits

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Complaints

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. You have the right to complain if you feel a department has breached the requirement of the Recruitment Principles. In the first instance, you should raise the matter directly with the department concerned. If you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages:

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/> _

Equality and Diversity

The Department is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

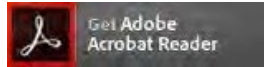
Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

Civil Service Code

All Civil Servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit www.Gov.uk



Using this PDF



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Interactive sections: Welcome, Process, T&Cs

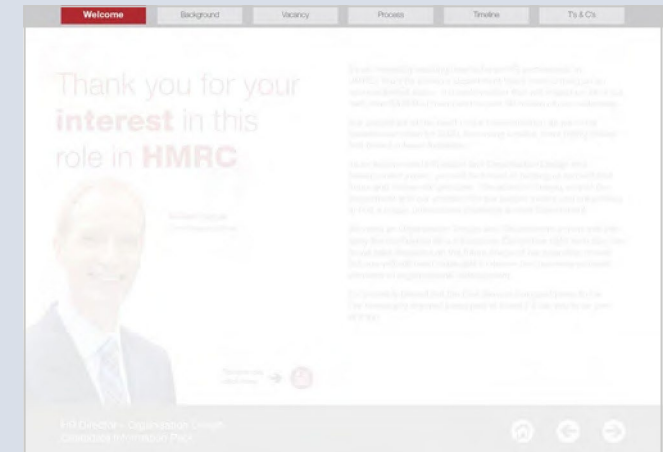
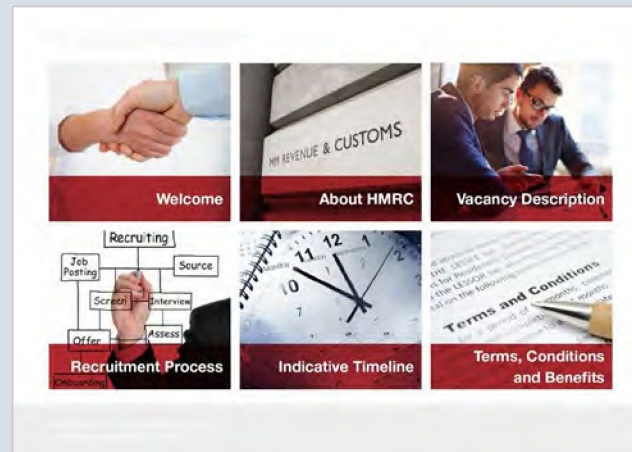
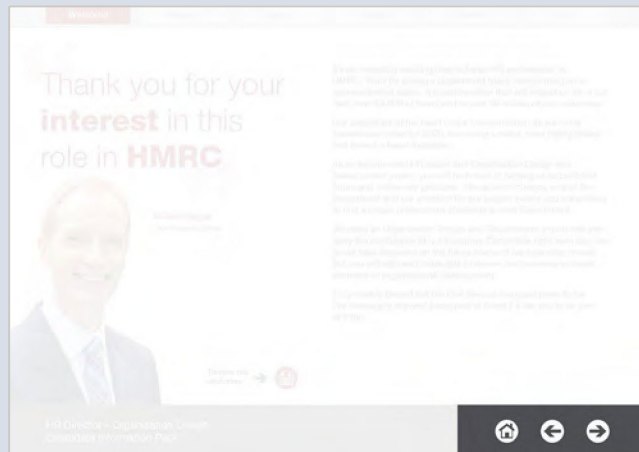


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To navigate through the document, you can use the following buttons:

- at the bottom of the screen - forwards, backwards, home
- the interactive contents page, or
- the menu bar at the top of the screen that also acts as a crumb trail so that you know what section you are in







Department for
Science, Innovation
& Technology

Contact details

If you have any questions about applying for this role please contact Rhys.Davies@saxbam.com in the first instance. Please include the **vacancy reference number** and **job title** in the subject line.

This campaign is being run on behalf of the department by Government Recruitment Service. Government Recruitment Service is part of Civil Service HR, and is a central government expert service specialising in the attraction, search, selection and recruitment of civil servants.

Cabinet Office is a Disability Confident employer.

