



Foreign, Commonwealth
& Development Office

Chief Scientific Adviser

Foreign, Commonwealth and Development Office

SCS Pay Band: SCS2

Salary: £110,000 - £120,000 depending on skills and experience.

Closing date: 12.00pm on Monday 4th November 2024

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Welcome Message



Jenny Bates
Director General Economics,
Climate & Global Issues

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. You will also be a part of the FCDO Senior Leadership team.

As the CSA you will oversee a team of ~270 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 Research and Development (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.

Who are the FCDO?

We lead the UK's diplomatic, development and consular work around the world.

We employ around 17,000 staff in our global network of 281 offices worldwide. Our UK-based staff work in King Charles Street in London, Abercrombie House in East Kilbride and in Milton Keynes.



About the Role

Job Title:	Chief Scientific Adviser
Grade:	SCS2
Salary:	The successful candidate can expect to be paid a salary between £110,000 and £120,000 for exceptional external candidates (depending on relevant skills and experience). Existing Civil Servants on level transfer will retain their current base salary. Candidates applying on promotion will have their substantive base salary increased by 10% or start on the minimum of the SCS PB2 scale of £98,000 per annum, whichever is greater. In addition, if based in London, you will be eligible for a £5,000 London Allowance. Location allowances are non-consolidated and non-pensionable.
Contract:	3 Year Fixed Term with Secondment option available. Candidates from outside the Civil Service applying on a Secondment basis will normally remain on their parent organisation's terms, including pay.
Location:	East Kilbride or London (Please note that there are plans to move our East Kilbride office to a central Glasgow location in the future.)
Travel:	This role requires regular travel within the UK and to our overseas network.
Vetting Level Required:	This job requires Developed Vetting (DV) security clearance as a condition of employment. (Candidates who do not currently hold DV are welcome to apply and will need to obtain DV before starting employment.)
Working Hours:	Our full-time working hours are 37 hours per week.
Working Pattern:	This role is available for full-time or part-time working arrangements (minimum 0.8 FTE, allowing the successful candidate to continue to work with their chosen institution). You will be required to work from your chosen location in line with FCDO policies on Hybrid Working (minimum 60% in the office).
Resources Managed	Overall leadership and management of over 270 staff, with direct responsibility for research management and delivery of approx. £1.1b R&D in this Spending Review period.

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 270 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 (over 270 people) 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 Official Development Assistance) and research/science policy for the FCDO.
- Participate as a member of the FCDO's Management Board, 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 Management Board is the most senior non-Ministerial Board in the FCDO's corporate governance structure. It provides corporate leadership to the FCDO in the delivery of policies, services and objectives decided by Ministers.

The Role continued

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-Secretaries, 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.

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.

Essential Experience

- 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 and people management 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. Experience of research management and delivery.

Desirable

- Experience of operating across multiple geographies and cultures.
- Experience of integrating development across wider foreign policy.
- An understanding across all emerging technology frontiers and how technology can be applied across science and research.

The Recruitment Process

Application

You must be a British Citizen at the time of application.

The recruitment and appointment process will begin with the submission of a Covering Letter accompanied by a CV. The Covering Letter (2 A4 pages maximum) 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.

Initial interviews are expected to take place **the week commencing 13th January 2025 in London.**

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) the FCDO Director General for Economics, Climate & Global Issues, Professor Dame Angela McLean, the Government Chief Scientific Adviser.

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 AXWD2.

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 12pm 4th November 2024.

*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.

Assessments

If shortlisted, you will be invited to undertake a series of assessments as part of this recruitment prior to a final interview panel. This may include:

- **A Staff Engagement Exercise (SEE)**

Full details of the assessment process will be made available to shortlisted candidates. All stages of the Assessment process may be held virtually.

Shortlisted candidates may also have the opportunity to speak to a senior member of the FCDO prior to the final interview to learn more about the role and the organisation. Please note, this is not part of the formal assessment process.

Interview process

If you are successful at the application stage, you will be invited to attend an in person panel interview in London in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

The interview will be a blended assessment consisting of a series of questions against the [Civil Service Success Profiles](#).

The Behaviours you will be assessed against are:

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

For more information about Success Profiles, please click [here](#).

Candidates may be required to give a presentation on a particular topic at the interview and this will be sent to you in advance.

Please note that the FCDO will not reimburse any travel costs or expenses incurred as part of the selection process.

Current FCDO staff members are advised that this is an external campaign and, as such, you will be required to go through the same process as all other candidates.

Expected Timeline

We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	12.00pm on Monday 4 th November 2024
Longlisting meeting	Week commencing 18 th November 2024
Shortlisting Meeting	Monday 16 th December 2024
Interviews	Thursday 16 th January 2025

Benefits

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

Full time new entrants to the FCDO will be entitled to 25 days annual leave per annum, increasing by 1 day for each year of service up to a maximum of 30 days, plus 9 public and privilege holidays per year. Existing Civil Servants will retain their current entitlement.

We offer competitive maternity, paternity and parental leave.

Employee Assistance Programme

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

Learning and Development

The FCDO recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and development both personally and professionally.

You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The International Academy provides a first class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

Terms and Conditions

Performance-Related Pay

You may be eligible for an end-year non-consolidated payment based on performance against objectives in the previous year. The SCS pay panels determine the allocation of award which is based on your delivery relative to SCS2 peers in the FCDO. Payments are non-consolidated and non-pensionable. You may also be eligible for an in-year award. These are paid on an exceptional basis for proven, evidence-based delivery e.g. against stretching project milestones or for an exceptional corporate contribution. Awards will be non-consolidated and non-pensionable.

Terms of Appointment

This is a Director appointment. It is graded at FCDO Pay Band SCS2. This role is in the Home Service of the Foreign, Commonwealth and Development Office (FCDO). The probation period for this role is 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated. Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more, will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a Band higher than that at which you left the FCDO.

Hours

Our full-time working hours are 37 hours per week.

Pension

If you are transferring from another employer who offers the Civil Service pension arrangements, you will continue to be covered by those arrangements for the duration of this appointment.

Appointees may choose to join the [alpha](#) or [partnership](#) schemes offered by the Civil Service Pension Scheme:

If you join alpha, an occupational pension scheme which provides a defined benefit worked out on a Career Average basis, details of the contributions you will pay are shown [here](#). Employer pension contributions cover the rest of the cost of the scheme.

Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks), rising to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

FCDO and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with the FCDO's Data Protection Policy and Privacy Notice. You can read this [here](#). The Privacy Notice explains what personal data the FCDO holds about you, how we collect it, and how we will use and may share information about you.

Terms and Conditions continued

Terms of Appointment

This appointment will be a 3 Year Fixed Term. The role is graded SCS2.

Salary

The successful candidate can expect to be paid a salary between £110,000 and £120,000 for exceptional external candidates (depending on relevant skills and experience). Existing Civil Servants on level transfer will retain their current base salary. Candidates applying on promotion will have their substantive base salary increased by 10% or start on the minimum of the SCS PB2 scale of £98,000 per annum, whichever is greater. In addition, if based in London, you will be eligible for a £5,000 London Allowance. Location allowances are non-consolidated and non-pensionable.

Nationality and Residency

You will be eligible for appointment only if:

1. You are a British citizen; **and**
2. You have been resident in the UK for five out of the last ten years immediately prior to your application. Please note: at least one year of this must have been a consecutive twelve-month period, unless you have served overseas with HMG -

Majesty's Government, or have lived overseas as a result of your parent's or partner's Government employment.

You should be aware that a lack of sufficient background information might preclude you from being granted security clearance.

Applicants who are dual nationals may have a more challenging time in gaining the necessary security clearance and are, therefore, advised to contact the FCDO's Personnel Security Team (email esnd.pst@fcdo.gov.uk) in advance of submitting an application. All cases are considered on an individual basis, depending on individual circumstances.

Developed Vetting and Other Checks

This job requires **Developed Vetting** security clearance as a condition of employment. If you are successful at interview, you will be asked to complete a number of security questionnaires.

Employment references will also be obtained. There will be checks on your nationality and other matters, before a formal offer of appointment can be made, including checking applicant details against the Cabinet Office Internal Fraud Database (see section below).

Further Information

Cabinet Office Internal Fraud Database (IFD) Check

From 29th January 2018, the FCDO started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with the Foreign, Commonwealth & Development Office the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, the FCDO will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

Conflict of Interest

If you or your spouse/ partner has any business interest or conflict of interest with the activities of the Foreign, Commonwealth & Development Office you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

Confidentiality

You will be subject to the provisions of the Official Secrets Act.

Equal Opportunity

The Foreign, Commonwealth & Development Office is committed to equal opportunities. Our officers are recruited on merit through fair and open competition. We seek our strength through diversity and appoint suitably qualified individuals regardless of ethnicity, religion, sexual orientation, gender, social backgrounds, age or disability.

To help us ensure that our recruitment activity reflects the diversity of British society, we should be grateful if you could complete the equal opportunities section of the application form. However, you are under no obligation to provide these details.

The Recruitment Section of the FCDO, those administering testing processes and the interview panel will not have access to the information you provide at any point during the recruitment process, nor will it be used as a selection tool.

The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#).

Further Information

Disability Confident Scheme for Disabled Persons

The FCDO is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations which 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 in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application form which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should select this option in your application. It is not necessary to state the nature of your disability.

Reasonable Adjustments

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact: rhys.davies@saxbam.com in the first instance.

Should you encounter any issues with your online application or any of the attachments please contact: rhys.davies@saxbam.com

Great Place to Work for Veterans

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Redeployment Interview Scheme

Civil Service employees (including Senior Civil Servants and Crown Arms Length Bodies) who are at risk of redundancy and who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit and at-risk candidates will be able to self-identify during the application stage. For all guaranteed interview schemes, there may be exceptions made on reasons of time/resource for high-volume recruitment where the vacancy manager may decide to select the candidates who best meet the minimum criteria rather than all of those that meet the minimum criteria.

Civil Service Commission Recruitment Principles

The FCDO'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 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, in the first instance, contact External.Recruitment@fcdo.gov.uk If you are not satisfied with the response you receive from the FCDO, you can contact the Office of the Civil Service Commissioners at info@csc.gov.uk

Diversity & Inclusion

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



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.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.