

**To: Minister for Lords**  
**From: Debbie Alder**  
**Director General, People Capability and Place**



**SCS Clearance:** Debbie Alder  
**Date:** 04 October 2022

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## Issue Summary

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1. As agreed by the Secretary of State and the Minister for Lords, the process for filling both Senior Civil Servants and newly created posts within the department is to seek ministerial approval, with the dispensation providing assurance on both the HR and financial aspects of any recruitment. To note: delegated grades and SCS1 posts can be approved by the Minister for Lords; SCS2 and above require approval from both the Secretary of State and Minister for Lords.
2. The posts have been tested and assured by my team as business critical and agreed with finance colleagues as affordable.
3. Recruitment decisions will consider colleagues at risk through the Network Design Programme. Network Design is DWP's estates transformation programme which aims to move the department to fewer, but larger multi-product sites for our Back of House (BoH) functions, with appropriate matches being made to roles where possible. Processes have been developed to support this prioritisation.
4. We are therefore seeking your approval for 3 dispensations (Total of 3 posts)

	Permanent Existing Post via cross-Government EoI followed by External Recruitment	Permanent Existing Post via TDA	Total
Private Office	1		1
People, Capability and Place Group	1		1
Change and Resilience		1	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>

## Timing

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Routine – 5 working days

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## Recommendation

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To approve the business cases set out below.

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## Key Information and Discussion

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### Private Office

5. Approval is being sought to recruit 1x SCS1 Principal Private Secretary to the Secretary of State. [REDACTED]

[REDACTED] The role is being covered in the interim on TDA but the Permanent Secretary is keen that a recruitment campaign is launched with immediate effect to fill this critical role substantively.

[REDACTED]

[REDACTED]


[REDACTED]

Further detail on the request for these roles can be found below. If you require any additional information, please let me know.

**Debbie Alder**

**Annex 1****Permanent Existing Post (2 Posts)**

Business Area	Exceptions (No. of Posts)	Duration	Grade	Job Title	Reason for Request
Private Office	1	Permanent	SCS1	Principal Private Secretary	<p>The Principal Private Secretary (PPS) role plays a high profile and critical role within DWP working within a fast paced and dynamic environment. Their primary focus is acting as a trusted adviser to the DWP Secretary of State, managing critical relationships and supporting the Secretary of State in her delivery of DWP priorities. This requires significant impactful personal leadership working collaboratively with senior officials in DWP, other Government Departments and external delivery partners.</p> <p>Essential skills for the PPS role include:</p> <ul style="list-style-type: none"> <li>• Ability to deliver results at pace and make things happen in complex environments</li> <li>• Experience of policy roles in other Government departments and the ability to see how DWP's role fits into the wider Government context</li> <li>• Credibility and confidence to engage and influence a very wide range of stakeholders including: <ul style="list-style-type: none"> <li>▪ influencing decisions across organisational boundaries and being able to build relationships of influence at senior levels</li> <li>▪ the ability to win the trust of Ministers; and</li> <li>▪ representing the department and the civil service with authority and integrity</li> </ul> </li> <li>• Strong people leadership skills: <ul style="list-style-type: none"> <li>▪ Provides visible, positive and collaborative leadership</li> <li>▪ Able to motivate and engage a large and diverse directorate across multiple locations</li> <li>▪ Able to build capable, inclusive and high performing teams</li> <li>▪ Makes a full contribution to the wider leadership team</li> </ul> </li> <li>• Previous experience of working with Ministers or equivalent senior leaders</li> </ul> <p>Approval is requested to advertise the role in London only. The successful candidate needs to be based in the same office location as Secretary of State acting as a trusted</p>

Business Area	Exceptions (No. of Posts)	Duration	Grade	Job Title	Reason for Request
					<p>adviser to Secretary of State, in their delivery of the DWP priorities.</p> <p>The SCS1 PPS role is an existing role and there is no impact on headcount or affordability.</p> <p><i>Requesting approval to fill 1 permanent existing role via cross-Government EoI while external recruitment is progressed.</i></p> <p>Approved by [REDACTED] HRD</p>
					

[Official Sensitive]

Business Area	Exceptions (No. of Posts)	Duration	Grade	Job Title	Reason for Request

**Permanent Existing Post – Covered by TDA (1 Post)**

Business Area	Exceptions (No. of Posts)	Duration	Grade	Job Title	Reason for Request

[Official Sensitive]

Business Area	Exceptions (No. of Posts)	Duration	Grade	Job Title	Reason for Request