



Home Office

Data Protection Officer, Crime, Policing and Fire Group

Recruitment Information



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The Home Office includes:

- Crime, Policing and Fire Group, which works through the police, fire and rescue services and other partners to keep citizens safe, cut crime, protect the vulnerable and reform police, fire and rescue services to improve their efficiency and effectiveness;
- Office for Security and Counter Terrorism, which works with other departments and agencies to ensure an effective and coordinated response to the threat of terrorism and organised crime;
- Border, Immigration and Citizenship Policy and Strategy Group which delivers our overall policy approach to tackling migration and border issues;
- Border Force, is responsible for securing the UK border and controlling migration at 138 ports and airports across the UK and overseas;
- A high volume UK Visas and Immigration Command that makes high-quality decisions about who comes here, with a culture of customer satisfaction for businessmen and visitors who want to come here legally;
- An Immigration Enforcement Command that gets tough on those who break our immigration laws;
- Her Majesty's Passport Office is responsible for issuing UK passports and for overseeing the system of civil registration in England and Wales;
- A small strategic centre, which advises the Home Office board on strategy and direction, as well as the allocation of resources;
- Professional services - including legal advice, human resources, financial and commercial, communications, programme and project management support, IT and data development, insight, analysis, performance reporting.

Equal opportunity for all staff

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work. We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

Role Description

Job Title:	Data Protection Officer
Grade:	SCS PB1
Location:	2 Marsham Street, London SW1P 4DF
Reporting to:	Director of Data and Identity

Background

The Data Protection legislative landscape is changing – the General Data Protection Regulation (GDPR) and Data Protection Directive (DPD) will come into effect in May 2018, providing a modernised, accountability-based compliance framework for data protection. The GDPR requires all public authorities to designate a Data Protection Officer (DPO) to oversee compliance and embed a 'privacy by design' culture, and this newly created post will put you at the heart of the new legal framework.

This is a newly created post, and the DPO will be able to shape Home Office's approach to the implementation of a new data protection regime (covering the GDPR and the DPD), and to define the processes and other matters relevant to the Home Office's successful implementation of this.

The new framework puts greater emphasis on public authorities being able to demonstrate compliance with the data protection regime. This will be key to any data sharing arrangements post the UK's exit from the European Union. All areas of the Home Office deal with citizens, other individuals, and their personal data. Rapid technological developments and globalisation have brought new challenges for the protection of personal data – this post will be central to ensuring the HO is successful in meeting these.

This post sits within the Directorate for Data and Identity (DI), part of the Crime, Policing and Fire Group, reporting to the Director of DI. The post-holder will have a key assurance, compliance and advisory function on data protection matters within the Home Office, facilitating compliance across all business functions for both general personal data processing matters as well as those that fall under our law enforcement responsibilities. This will include leading a programme of audits of personal data processing activities, and reporting key findings and recommendations direct to the Permanent Secretary. The post holder will need to engage with a range of senior stakeholders both internally and externally.

The Role

Key responsibilities

The main responsibilities of the DPO will be to:

- provide leadership in raising the profile of data protection compliance across the HO and with those staff responsible for managing projects or work-streams that involve the processing of personal data — this will involve close working with colleagues across the department;
- provide advice and guidance to Home Office staff who control and process personal data about their obligations pursuant to the relevant data protection laws, ensuring service delivery is balanced with compliance;
- monitor compliance with data protection legislation, including the assignment of responsibilities, awareness-raising including overseeing departmental training of staff involved in processing operations;
- design and implement a planned programme of risk-based audits to test compliance;
- provide advice on mitigating risks around data protection processing activities and data protection impact assessments, and monitor performance against the changes being introduced by the new regime;
- cooperate with the supervisory authority (the Information Commissioner's Office in the UK) by acting as the contact point on issues related to the processing of personal data (including for major new projects), and provide information as requested on HO compliance in this area;
- provide advice following both data processing audits and data breaches, monitoring and working with the business to address identified issues.

Person Specification

In your application you should provide examples of your experience in meeting the appointment criteria listed below. These will be the key criteria for selection.

ESSENTIAL CRITERIA

The successful candidate should be able to demonstrate:

- A good knowledge and understanding of national and European data protection laws and practices including the DPA, GDPR and DPD and a willingness to become an expert in the resulting related UK legislation;
- A good understanding of information technologies and data security and the relationship between these and data protection;
- Excellent influencing skills with a proven track record of overseeing and improving compliance, identifying opportunities to improve operational processes in support of this, along with an ability to promote a data protection culture within organisations;
- Experience of working in a high-profile and complex political and business environment, with competing challenges;
- Demonstrable experience of building relationships and respect at the most senior levels within organisations, both supporting but also challenging senior stakeholders;
- Very strong analytical skills, including the ability to convey analytical information effectively to senior audiences, both written and orally.

DESIRABLE CRITERIA

If the Essential Criteria above are met:

- Good knowledge of compliance audit best practice;
- Good understanding of personal data processing operations across the HO, and the public sector;
- Current Security Clearance (SC) status or agreement to undergo security vetting to meet this requirement before taking-up post, and may need to go through Developed Vetting (DV) level clearance at a later stage.

Response Instructions

If you wish to apply for this position please **complete the application form** with your personal details and:

- A **comprehensive CV** (maximum 2 sides of A4) setting out your career history, with responsibilities and achievements, and details of your current salary and benefits (in confidence).
- A **covering letter** (maximum 2 sides of A4) highlighting your suitability and setting out how you meet the essential criteria. Please note that the covering letter is an important part of your application and is as much the means by which you will be assessed as your CV.
- Please also complete and return **Annex C**, which includes:
 - diversity monitoring form – please note that the panel may not consider your application if this form is not returned as it will be considered incomplete. If you do not wish to provide any of the information requested, please tick the 'prefer not to say' boxes. Details of why we request this information and how it is used can be found below.
 - guaranteed interview request form for disabled persons (if required). Further information on the Guaranteed Interview Scheme can be found below.
 - nationality form, which will be used to verify that you have the right to work in the department.

Please do not PDF your application form.

Please note: the documents stated are mandatory. Your CV and covering letter must be submitted using the application form. Applications that do not include all the required documents will not be accepted.

Completed applications should be emailed to SCSRecruitment@homeoffice.gsi.gov.uk by Friday 8 September 2017.

If you can not apply online, please post applications to the address below and notify the SCS Recruitment Team by calling 0207 035 6594:

SCS Recruitment
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London
SW1P 4DF

Further Information

Should you wish to have an informal discussion about the role or any aspect of the selection process, please call [REDACTED] in the SCS Recruitment Team on [REDACTED] or email scsrecruitment@homeoffice.gsi.gov.uk.

Equal Opportunities Monitoring

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to follow the recommendations of the Equality and Human Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

The Home Office Equal Opportunities Statement can be found at Annex A.

Guaranteed Interview Scheme for Disabled Persons

The Home Office is an accredited user of the government's "two ticks" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex C. It is not necessary to state the nature of your disability.

Data Protection

The Home Office takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, your personal data relating to application will be destroyed after 12 months. If you are successful, data will be passed to the Home Office personnel team.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.

Advert Closing Date	Friday 8 September 2017
Short List Meeting	Thursday 14 September 2017
Psychological Assessments and briefing sessions	Date range: 15 – 28 September 2017
Final Panel Interviews	Thursday 5 October 2017

Recruitment Process

This role is being competed in accordance with the Civil Service Recruitment Principles¹. The selection panel will be chaired by an HR representative of the Home Office, and will include [REDACTED] Data and Identity, and [REDACTED] Government Internal Audit Agency.

The Home Office Recruitment Team will acknowledge your application and advise you of the outcome of the sift meeting. Depending on the number of applications received there may be a second-stage sift.

Candidates invited to final panel interview will need to undergo an individual psychological assessment. The assessment consists of a number of personality questionnaires, verbal and numerical reasoning tests (for which practice tests will be made available), and a subsequent validation discussion with an assessor. The tests can be carried out online in your own time. The session with an assessor usually lasts between 1½ and 2 hours and you will need to be flexible about setting aside time in your diary to do this. The assessment does not lead to a pass or fail decision; rather, it is intended to highlight areas of strength and possible concerns which the panel can probe at interview.

Please note if you have already completed an individual leadership assessment for another SCS post at the same pay band within a two year period, your original assessment will be used.

There may be an opportunity for shortlisted candidates to meet informally with the recruiting line manager or others to discuss the roles in more depth prior to final interview.

The final selection panel interview will be held in London at the Home Office. You will be advised of the format in advance.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed by the Home Office except in exceptional circumstances and only when agreed in advance with the SCS Recruitment Team.

¹ <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2012/11/Recruitment-Principles-April-2012.pdf>

Terms and Conditions

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

Appointment Term: This post is offered as a permanent appointment (minimum 2 years). A loan or secondment may also be considered.

Working Arrangements: This role is available on a full time, on loan, basis or we will also consider pre-arranged job share partnerships.

For existing Civil Servants, interested in job share, you can use the [Civil Service job share webpage](#) to find out more about how job sharing works and the process of applying, being invited to shortlist and interviews. The online tool will help you to look for a suitable job share partner in government departments.

Working Hours: For new entrants to the Civil Service and existing Civil Servants appointed on promotion, basic hours of work will be 37 hours per week, excluding lunch breaks. For existing civil servants appointed on level transfer, your current contractual entitlements in relation to basic hours of work will continue to apply.

Location: The post is based in central London but travel around the UK, with occasional overnight stays, may be necessary

Remuneration: The post is set within the SCS Pay Band 1 salary range. Starting salary will be dependent on your qualifications, knowledge and the relevant experience you are able to offer but is expected to be between circa £80 – 85k. No allowances will be payable.

Standard Cabinet Office rules on pay will apply to Civil Servants appointed on level transfer or promotion.

Please note that loan arrangements between government departments may result in successful candidates being appointed on Temporary Promotion arrangements.

You may be eligible for a non-consolidated annual bonus payment, subject to successful performance, in line with the Home Office Senior Civil Service pay arrangements. These are set annually within the guidelines laid down by the Cabinet Office.

Childcare Support: A range of childcare support options, including holiday play-schemes and a childcare voucher salary sacrifice scheme, is available to Home Office staff. The type of provision available to you will depend on the area in which you work. All staff, male and female, full- and part-time, can apply for childcare support.

Pension: The appointment will be pensionable from the outset. You will be eligible to join the Civil Service pension scheme and more information can be found at www.civilservicepensionscheme.org.uk. Existing Civil Servants will remain in their current scheme.

Please note:

- If you previously worked for an employer who participated in the Civil Service Pension Scheme, different conditions may apply, as may your benefits if you left the Civil Service with an early retirement, severance, or redundancy package. Additional details can be found on the website: <http://www.civilservicepensionscheme.org.uk/>. Further information about these schemes will also be made available on appointment.
- Abatement of pension may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of the Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement or Flexible Early Severance schemes) may be required to repay all or part of their lump sum compensation payments if their re-employment commences during the period represented by the compensation payment.

Annual leave: If you are a new entrant to the Civil Service your annual leave allowance will be 25 days in the first year, rising by one day per year (on the anniversary of your start date) to a maximum of 30 days after 5 years of service. 1 day of privilege leave will be given on account of the Queen's birthday every year.

If you are an existing civil servant appointed on promotion, you will be appointed on modernised terms and conditions. Please contact the SCS Recruitment Team on 0207 035 1987/5191 for further details. Existing civil servants appointed on level transfer retain current contractual entitlements in relation to annual leave and privilege leave.

Nationality: In order to apply for this post you must be a UK National, i.e. British Citizen, British Subject under Part IV of the British Nationality Act 1981 having the right of abode in the UK, or British Dependent Territories citizen acquiring citizenship from connection with Gibraltar. In order to confirm your eligibility for this post, please complete the nationality form at Annex C which asks for information regarding nationality. This information will also be used to commence the security clearance process, should you be selected for appointment. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

While in post there will be certain restrictions on political activities. Applicants should also note that there may be restrictions placed upon their ability to move to some business appointments once they have left this position.

Conflict of interest: If you or your spouse have any business interest or potential conflict of interest with the activities of the Home Office you will be expected to declare this at a later stage. You will also be asked to inform us if you have any indirect association of this kind through any other family member or partnership.

Pre-appointment checks: The responsibilities of the Department mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service. We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.

However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. For more information please contact the SCS Recruitment Team on 0207 035 5191.

Security clearance: The successful candidate will be required to obtain Security Clearance (SC) before taking up post and may need to go through Developed Vetting (DV) level clearance at a later stage. Further information on what this involves can be obtained by contacting the SCS Recruitment Team on 0207 035 1987/5191. Please note, individuals should normally have been resident in the UK for 5 years/10 years preceding their application for SC / DV clearance.

For further information, please follow this link:

<https://www.fcosservices.gov.uk/products-and-services/network-services/uk-government-services/national-security-vetting/>.

Civil Service Code: The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found at <http://www.civilservice.gov.uk/about/values>.

Civil Service Commission: The Home Office'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's Recruitment Principles, which can be found at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/>.

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 scsrecruitment@homeoffice.gsi.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Home Office you can contact the Civil Service Commission.

The Commission publishes a guide that outlines its approach to handling a complaint under the Recruitment Principles. This can be accessed at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>. We would recommend you read this guidance before submitting a complaint.

Complaints should be sent in writing to: Civil Service Commission, Room G8, 1 Horse Guards Road, London, SW1A 2HQ.

Phone: 020 7271 0831

Email: info@csc.gov.uk

ANNEX A

Home Office equal opportunities statement

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes is based both on the individual's ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As a public authority the Home Office has statutory duties placed on it that require it to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies based on gender, gender identity, race, disability, sexual orientation, religion or belief is incompatible with the work and values of the Home Office.