



Department for  
Digital, Culture  
Media & Sport

**Policy Advisers**  
**Government Inclusive Economy Unit**  
**Department for Digital, Culture, Media and Sport (DCMS)**

**Recruitment Pack**

**November 2017**



Department for  
Digital, Culture  
Media & Sport

## ***Message from Tom Le Quesne, Head of the Government Inclusive Economy Unit***



The purpose of our unit is to find innovative ways of addressing some of the UK's most challenging social and economic issues. We believe that this cannot be delivered by government alone, but requires building partnerships with private investors and harnessing the creativity of growing responsible business and social enterprise sectors.

We have a cross-Whitehall remit that enables us to work with senior stakeholders across Government, including HM Treasury and No.10, as well as at the most senior level in the finance and business sectors.

Our technical expertise, cross-sectoral experience and deep networks in the business and finance worlds make us a unique team with a broad and creative remit.

If you want to work in a fast-paced, dynamic unit with real responsibility and autonomy to lead change on a major scale, then please apply. You don't need to have experience in working with the Civil Service before – the Unit is composed of committed individuals from a wide range of backgrounds, in particular those from the private sector who want to make a substantive positive impact. You will be joining a supportive, entrepreneurial team who are keen to make a real difference to some of society's most pressing issues.

Do get in touch with our team's hiring manager, Christy Mitchell ([christy.mitchell@culture.gov.uk](mailto:christy.mitchell@culture.gov.uk)) if you have any questions - and best of luck with your application.



<b>2 X Policy Advisers</b> <b>Government Inclusive Economy Unit</b> <b>Department for Digital, Culture, Media and Sport</b>	
<b>Role Title</b>	<b>Policy Adviser, Government Inclusive Economy Unit</b>
<b>Salary</b>	Band B: £32,152- £37,877
<b>Contract Type</b>	2 year fixed term
<b>Location</b>	1 Horse Guards Road, Westminster
<b>Job Description</b>	<p>The Government Inclusive Economy Unit is at the cutting edge of policymaking in a field where the UK leads the world. We have a mandate to work across Whitehall to help build a country where society's most complex social issues, such as homelessness and youth unemployment, are being addressed by private investment, responsible business, and social enterprises in partnership with innovative public service delivery.</p> <p>The Unit works to deliver five major programmes: social impact investment, responsible business, social impact bonds, dormant assets, and public service mutuals. In each of these areas, the Unit has a lead role across government, partnering with departments such as the Department for Business, Energy and Industrial Strategy, Cabinet Office, and HM Treasury. We also build partnerships with the private sector, from leading FTSE100 firms and finance companies to innovative start-ups and social enterprises.</p> <p>The Unit is a diverse team composed of finance, business, policy and social policy experts, many with significant private sector experience.</p> <p><b>The policy adviser roles</b></p> <p>We are recruiting two policy advisers into the Unit. As a policy adviser, you will work in one or more of the Unit's programmes, depending on your particular skills and the area of highest priority within the team. You will be responsible both for undertaking analysis to inform policy development, leading delivery of projects, and liaising with external stakeholders at a senior level.</p>



You could be:

- Working with senior executives in the financial industry to significantly scale up the social impact investing market - helping to create systemic, positive change in the UK's investment industry
- Liaising with senior officials in other Government departments to design new, outcomes-focused services to help the most vulnerable people in our society, from children in care to rough sleepers
- Working with business, civil society and international organisations like the World Economic Forum to advance the responsible business agenda, looking at how UK can mobilise businesses to support the Sustainable Development Goals
- Supporting local authorities to find more efficient and effective ways of delivering their services, such as setting up an independent Public Service Mutual, which would enable staff to be more innovative and responsive in the way services are delivered

We are looking for candidates with excellent communication skills, the ability to engage with senior stakeholders and an interest in creating social impact at scale. Previous experience of the civil service or policy is not a requirement - we welcome applications from those working in the private sector looking for a career change into Government policy. Technical expertise in the areas of finance or business is desirable, but not essential.

These posts provide a unique opportunity to work on one of the most interesting areas of policy-making anywhere in the world. Previous post holders have gone on to take senior roles in finance, international development, government and civil society organisations.



<b>Selection</b>	<p>Applications close on the 8th January. To apply, candidates will need to attach (a) a CV and (b) personal statement of no more than 800 words, describing suitability for the role and evidencing the following skills:</p> <p><i>Essential</i></p> <ul style="list-style-type: none"><li>• The ability to analyse complex problems, developing insights and communicating these in a comprehensible way.</li><li>• The ability to deliver projects at pace, in particular projects involving multiple stakeholders</li><li>• The ability to develop influential relationships with senior stakeholders</li></ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"><li>• Technical expertise in the fields of investment, finance or business.</li></ul> <p>Above all, the successful candidates will have a passion for identifying and implementing innovative solutions to major social challenges.</p> <p>The interviews will be scheduled for the week commencing 22nd January 2018. You will be assessed against the following competencies as part of the interview process:</p> <ul style="list-style-type: none"><li>• Seeing the big picture</li><li>• Delivering at pace</li><li>• Collaborating and partnering</li></ul> <p><a href="#">Civil Service Competency Framework</a></p>
<b>Further information</b>	<p>For further information please contact:</p> <p>Christy Mitchell - <a href="mailto:christy.mitchell@culture.gov.uk">christy.mitchell@culture.gov.uk</a></p>

## Recruitment Process

### How to Apply

Candidates should apply via the candidate portal on the Civil Service Jobs website.

You will be asked to provide your career history and a personal statement of up to 800 words outlining evidence on your skills and experience against the criteria set out above.



If we identify more appointable candidates than we have roles for at this time, we will operate a reserve list for 12 months.

### Contact Point

If you have any further queries about the process, please contact [Christy.Mitchell@culture.gov.uk](mailto:Christy.Mitchell@culture.gov.uk)

### Feedback

Only candidates invited to interview or assessment will receive feedback on their application.

### Equal Opportunities

The Department for Culture, Media and Sport (DCMS) values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In DCMS you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

### Guaranteed Interview Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the Equality and Diversity section (Annex C). It is not necessary to state the nature of your disability.

### Civil Service Commission's Recruitment Principles

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. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.
- Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

More detailed information can be found at the Civil Service Commission website

<http://civilservicecommission.independent.gov.uk>.

### Complaints

If you feel your application has not been treated in accordance with the Civil Service Commission's Recruitment Principles and you wish to make a complaint, you should contact DCMS HR Director [Debra.Lang@culture.gov.uk](mailto:Debra.Lang@culture.gov.uk) in the first instance.

### Civil Service Code

As a Civil Servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values. For more information on the Civil Service code, please visit

<https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>.

### Official Secrets Act

The post is covered by the Official Secrets Act. Candidates must exercise care in the use of official information acquired in the course of official duties, and not disclose information which is held in confidence.



## Terms and Conditions

### Terms of Appointment

Appointments through this campaign will be on a fixed term basis (or loan for existing civil servants) for a period of 2 years.

Terms of appointment for a serving Civil Servant (loan/permanent) would be by agreement between the individual and their current department, and within normal rules of appointment on level transfer or promotion.

### Remuneration

The successful candidate will be appointed within the relevant pay range (see table below). This appointment will be on normal Civil Service terms and conditions.

Grade	Salary Min.	Salary Max.
Grade B	£32,152	£37,877

Salary for a serving Civil Servant will be within normal rules of appointment on level transfer or promotion. New entrants to the Civil Service will start on the pay band minimum.

### Location

These posts will all be located in London unless otherwise stated and may involve some UK and international travel.

### Annual Leave

On appointment post holders, including Civil Servants taking up appointment on promotion, will adopt the modernised Civil Service terms and conditions which came into effect from 1 July 2013. This will entitle post holders to 26.5 days paid leave plus 9 days public and privilege holidays, rising to 31.5 days after 5 years.

Existing Civil Servants appointed on level transfer will retain their current terms and conditions.

### Pension Scheme

The appointment will be pensionable from the outset. The Civil Service offers excellent pension arrangements and pensions are an important part of the reward package. For detailed information, please visit <http://www.civilservicepensionscheme.org.uk/>.

### Conflicts of Interest

Candidates must 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, share holdings, 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.

Please note the terms and conditions provided in this pack are provided in good faith but do not form the basis of contractual entitlement. Full terms and conditions will be shared with successful candidates on offer of appointment.