

Education Policy Fellowship

SECONDMENT: Department for Education Policy Fellow, The Strategy, Performance, and Private Office Group (SPPOG)

Autumn/ Winter 2013



Contents

[Introduction 3](#_Toc370383378)

[Department for Education 5](#_Toc370383379)

[What we do 5](#_Toc370383380)

[Responsibilities 5](#_Toc370383381)

[Our priorities 5](#_Toc370383382)

[Who we are 6](#_Toc370383383)

[The Strategic Function 7](#_Toc370383384)

[The role of the teams within the Strategic Function 7](#_Toc370383385)

[Terms and Conditions 8](#_Toc370383386)

[Contract 8](#_Toc370383387)

[Location 8](#_Toc370383388)

[Restrictions 8](#_Toc370383389)

[Annual Leave 8](#_Toc370383390)

[Conflicts of Interest 8](#_Toc370383391)

[Appointment and Confidentiality 8](#_Toc370383392)

[Equal Opportunities 10](#_Toc370383393)

[How to Apply 11](#_Toc370383394)

[Equality Monitoring Questionnaire 12](#_Toc370383395)

[Nationality and Immigration Status Form 16](#_Toc370383399)

# Introduction

Dear Applicant

Thank you for expressing an interest in becoming a Department for Education (DfE) Policy Fellow. If successful, you will join a leading government department as it drives through a reform programme to secure the right skills and abilities to create and deliver world class policy. Have you got what it takes to be an influential policy-maker at the heart of national government and contribute to the future of education and children’s services?

As a Policy Fellow you will bring a set of transferable skills developed within your ‘home’ sector or field to continue to drive these reforms. Your skills may have been honed in academia, local or national government, the not-for-profit or private sectors, or another area entirely. You may have worked in the UK or internationally. Irrespective of your specific career history, you will bring strong analytical skills, an ability to communicate clearly and with influence along with a desire to improve your own work and that of your colleagues.

Likely to be a secondee, you will be at a stage where you widen the talent pool that DfE can draw on, but will also benefit and enrich your own career. As such, you will be prepared to work flexibly, full-time to part-time, depending on the skills you offer and the other commitments you pursue. Your secondment can operate flexibly, and be suitable for where you are in your career, from a day a week for three or six months to up to 18 months, full-time.

You can be assured your role will be dynamic, varied, and fast-paced, enabling you to use your skills to the full. You will balance championing the DfE Review alongside providing ‘hands-on’ support to policy teams. You will also have the opportunity to work closely with senior leaders and Ministers. You will work from a central position in the Department. In submitting your application you are invited to present suggestions on how you might shape elements of this role.

Undoubtedly you will bring many of the following, which you clearly demonstrate within your application:

* strong analytical skills and experience applying them to complex social challenges (communicating your findings clearly and driving action);
* an innovative approach to policy development or service delivery (rooted in robust evidence with a ruthless focus on efficiency, sustainability, and value for money);
* a successful track record in challenging and helping those around you to raise their “game”;
* practical experience of reforming education or children’s services (at home or abroad);
* an ability to lead organisational reform and change in any sector (building support and engaging all staff); or
* cutting-edge thinking in Business Management and Administration (with experience you wish to expand).

I very much look forward to receiving your application.

**TOM JEFFERY**

**Head of Policy Profession, Department for Education**

# Department for Education

## What we do

We are responsible for education and children’s services in England. We work to achieve a highly educated society in which opportunity is equal for children and young people, no matter what their background or family circumstances.

Further information about the Department can be found at [www.education.gov.uk](http://www.education.gov.uk)

## Responsibilities

We are responsible for:

* teaching and learning for children in the early years and in primary schools;
* teaching and learning for young people under the age of 19 years in secondary schools and in further education;
* supporting professionals who work with children and young people;
* helping disadvantaged children and young people to achieve more;
* making sure that local services protect and support children.

## Our priorities

In 2013 our priorities are to:

* increase the number of high quality schools;
* introduce fair funding;
* reform the school curriculum and qualifications;
* reduce bureaucracy and improve accountability
* train and develop the professionals who work with children;
* improve services for children in the early years;
* improve support for children, young people and families, focusing on the most disadvantaged.

The Department’s full business plan can be accessed via the [following link](http://www.education.gov.uk/aboutdfe/departmentalinformation/Business%20Plan).

## Who we are

We are a ministerial department with 3 executive agencies.

* Education Funding Agency (EFA);
* Standards and Testing Agency (STA);
* National College for Teaching and Leadership (NCTL).

Our staff are based at our ministerial offices in London and in a number of other locations around England. We work closely with national and local agencies who look after children, with local authorities, and with the professionals who work in schools, children’s services and health services.

Executive Agency business plans can be accessed via the [following link](http://www.education.gov.uk/aboutdfe/departmentalinformation/Business%20Plan/a00208514/executive-agency-business-plans).

# The Strategic Function

As a Department for Education Policy Fellow, you will be part of the Strategy, Performance, and Private Office Group (SPPOG), which sits centrally within the heart of the Department.

## The role of the teams within the Strategic Function

Teams work to ensure a clear picture of the Department’s performance against key objectives whilst resolving issues.

Our role is to:

#### Improve Delivery:

* Spot gaps, threats and opportunities, and analyse implications;
* Support delivery and increase the impact of reforms;
* Make links and respond to ministers’ strategic concerns;
* Monitor delivery and impact, and respond to risks.

#### Prioritise Spending:

* Ensure money is aligned with spending;
* Ensure spending decisions are made in a wider policy context;
* Improve Departmental planning.

#### Build Capacity:

* Improve policy delivery / development;
* Increase skills in the Department;
* Identify corporate issues and improve processes and culture.

Recent projects include: a focus on policy making within the Department; the contribution of the education reforms to social mobility; and, the strategic management of the Department’s finances to support Ministers’ priorities.

# Terms and Conditions

## Contract

The role of Department for Education (DfE) Policy Fellow is offered as a secondment to the Civil Service. Reward and pension contributions will be determined through the secondment offer.

## Location

The post will be located at the London DfE site. The appointee will be expected to travel between locations as required.

## Restrictions

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. More detail can be [found here](http://www.civilservice.gov.uk/about/resources/civil-service-management-code).

## Annual Leave

There will be 25 days annual leave paid, increasing by 1 day for each year of service up to a maximum of 30 days, plus 8 days public holiday and 1 day privilege holiday for the Queen’s Official Birthday.

## Conflicts of Interest

If you or your partner has any actual or potential conflict of interest with the activities of the Department for Education, this should be declared clearly in your application. Any indirect association of this kind through any other family member or partnership should also be disclosed.

## Appointment and Confidentiality

The offer of a job will be made subject to satisfactory references and security clearance. The successful applicant will be required to adhere to the Official Secrets Act, and to the Civil Service Code. S/he will be required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information, which is held in confidence. S/he will be required to undertake the appropriate security checks for the post.

There is a small likelihood that some project roles could require a satisfactory enhanced CRB check. These projects involve: direct and regular contact with children or vulnerable adults, access to sensitive or personal information about children or vulnerable adults or involve giving advice to children over the telephone or other form of electronic communication including the internet and mobile telephone text messaging.

# Equal Opportunities

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 and the former Disability Discrimination Act 1995 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.

The Department, as a disability symbol user, offers a Guaranteed Interview Scheme (GIS) for all disabled applicants. We are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this information pack.

To be eligible, your disability must be within the definition laid down in the Equality Act 2010. Should you consider yourself eligible to apply for this post under the GIS, please complete the equalities form at the end of this pack.

# How to Apply

To apply for this post, please submit a CV (including your salary details) AND a one page statement of suitability for the role and how you possess the required skills. You are invited to present suggestions on how you might shape elements of this role along with a potential ‘start date’.

Please provide the following information too:

* Details of two referees who are happy to be contacted by the Department for reference purposes;
* A completed Equality Monitoring Form (found at the end of this pack). All monitoring data will be treated in the strictest confidence and will not affect your application in any way.
* A completed Nationality and Immigration Form (found at the end of this pack). This form is mandatory.
* Where you found out about this post.

| * **The closing date for applications is 20 December 2013 for this recruitment round** * You can email your application to   [SPPOG.BUSINESS-SUPPORT@education.gsi.gov.uk](mailto:SPPOG.BUSINESS-SUPPORT@education.gsi.gov.uk) |
| --- |

EQUALITY MONITORING QUESTIONNAIRE

|  |  |
| --- | --- |
| Restricted - (when completed) Equality Monitoring Questionnaire | Department for Education logo |

**Name:**

**Appointment applied for: DFE Policy Fellowship**

|  |
| --- |
|  |

The DfE believes that everyone should have an equal opportunity to meet their aspirations, realise their full potential and improve their life chances. Providing that equal opportunity will make for a fairer and more prosperous society. We will work with our partners to ensure our policies and services recognise and respond to the diverse needs of all children, young people and adults, and to ensure that excellent learning experiences are universally available. We will aspire to be an exemplar equal opportunities employer, and create a workplace which values diversity and is free from any form of unfair discrimination. In doing so we will enable the Department to better meet the needs of its diverse range of customers and to develop and deliver policies which better meet the needs of the communities we serve. We will monitor our progress to ensure we are succeeding and that we are making a full contribution to building a diverse and inclusive society.

To do this we need to look at

* How we advertise jobs
* How we select people for interview
* Who is offered the post, and
* What we do after a successful interview/appointment

Monitoring the recruitment and selection procedures is one way of helping to ensure that there is no unfair discrimination in the way we recruit/engage people.

How you can help us:

We need to know about age, sexual orientation, disability, ethnicity, religious belief and gender of people. We would like you to complete the questionnaire attached and return it with your completed application form.

The information you give us will be treated as confidential and will not form part of the application process.

Thank you in advance for your co-operation.

**Equality Act 2010: The Department for Education will record the information given for the purposes of recruitment and selection monitoring. The information will be processed for the purpose of personnel administration only. The information will be retained on a database with restricted access for monitoring purposes only.**

|  |  |
| --- | --- |
| Restricted - (when completed)  **Equality Monitoring Questionnaire** | Department for Education logo |

**Equality Act 2010**

The Equality Act 2010 defines a person as disabled if they have (or previously had) a physical or mental impairment which has (or had) a substantial and long term adverse effect on their ability to carry out normal day to day activities. Special provisions also apply to people with HIV infection and cancer.

You should answer yes to the question if you have a physical or mental impairment or long-term health condition which is expected to last, or has lasted, for a year or more, which makes it difficult for you to do things that most people do fairly regular and frequent basis. This includes people who are receiving treatment or using equipment, (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to reoccur, people who have conditions that will get worse over time and people with severe disfigurements.

Do you consider yourself to have a disability? **Yes**  **No**

**Gender**

What is your gender? **Male**  **Female**

**Age**

Please tell us your age:

What is your date of birth dd/mm/yyyy

|  |  |
| --- | --- |
| Restricted - (when completed)  **Equality Monitoring Questionnaire** | Department for Education logo |

**Nationality/Ethnicity**

Please state which group you most identify with and tick **one** box in column A, and **one** box in column B.

**Column A: Nationality Column B: Ethnicity**

British or Mixed British  **White**

English  Any white Group

Irish  **Mixed ethnic background**

Scottish  White and Black Caribbean

Welsh  White and Black African

Any other? (please specify)  White and Asian

      Any other Mixed Ethnic group

Prefer not to say  **Asian**

Indian

Pakistani

Bangladeshi

Any other Asian group

**Black**

African

Caribbean

Any other Black group

**Chinese**

Chinese

Any other Chinese group

**Arab**

Any Arab group

**Gypsy, Irish or Scottish Traveller**

Any Gypsy or Traveller group

**Any other ethnic group**

(Please specify)

**Prefer not to say**

|  |  |
| --- | --- |
| Restricted - (when completed)  **Equality Monitoring Questionnaire** | Department for Education logo |

**Sexual Orientation**

Please state groups with which you most closely identify with.

Heterosexual

Gay Man

Lesbian

Bisexual

Prefer not to say

**Religion or Belief**

Please state groups with which you most closely identify with.

Atheist

Agnostic

Buddhist

Christian (includes: Church of

England, Catholic, Protestant &

all other Christian denominations)

Hindu

Jewish

Muslim

Sikh

Any other Religion or Belief (please specify)

Prefer not to say

|  |
| --- |
|  |

**Thank you for your co-operation, please return this questionnaire with your completed CV and personal statement.**

**DfE values equality and diversity in employment and in the education system.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nationality and Immigration Status Form | | | | | | | | | | | | | | | | | | |  |
|  | In applying for a post in the Department for Education (DfE) you need to be aware that as the DfE is a government department people have to meet certain legal requirements to work here. Your application will only be considered if you are one of the following:   * UK national, * British National (overseas), * British Protected Person, * Commonwealth Citizen, * EEA National of other member states and certain non-EEA family members and Swiss nationals under the EU – Swiss Agreement.   The following paragraph relates to reserved posts only (Posts which require deep vetting security clearance i.e. MI5). For you to be employed by the DfE there must be no employment restriction or time limit on your permitted stay in the UK. Candidates should normally have been resident in the UK for three years preceding their application. If you are unsure as to your eligibility please contact the individual referred to within the vacancy advert.  **Completion of this form is mandatory. If you fail to complete it your application will be automatically rejected. The DfE will seek documentary evidence to confirm your answers which may also be checked against UK immigration and nationality records.** | | | | | | | | | | | | | | | | | | |  |
|  |  | |  | | | | | | | | | | | | | | | | |  |
|  | Full Name | |  | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Any other names used | |  | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Date of Birth | |  | |  | | Male | | | |  | |  | Female | | |  |  | |  |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Current address | | |  | | Nationality at birth | | | | | | | | | | | | | |  |
|  |  | | |  | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Present nationality (if different) | | | | | | | | | | | | | |
|  | Postcode |  | |  | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Have you ever possessed any other nationality or citizenship? | | | | | | | Yes |  | | | No | | |  |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | If yes please specify | |  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | Are you subject to immigration control? | | | | | | | Yes | |  | | No | | |  |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | If yes please specify | |  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |

## *Nationality and Immigration Status Form (continued)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
|  | Are you lawfully resident in the UK? | | Yes |  | No |  |  | |
|  | | | | | | | | |
|  | Are there any restrictions on your continued residence in the UK? | | Yes |  | No |  |  | |
|  | | | | | | | | |
|  | If yes please specify |  | | | | | |  |
|  | | | | | | | | |
|  | Are there any restrictions on your continued freedom to take up employment in the UK? | | Yes |  | No |  |  | |
|  |  |
|  |  |
|  | | | | | | | | |
|  | If yes please specify |  | | | | | |  |
|  | | | | | | | | |
|  | If applicable please state your Home Office/ Port reference number here: | | | | | | | |
|  |  | | | | | | | |
|  | |  | | | | | |  |
|  | | | | | | | | |
|  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration** | | | | | |
|  | | | | | |
| I undertake to notify any material changes in the information I have given to the vacancy manager. | | | | | |
|  | | | | | |
|  | Signed |  | Date |  |  |
|  | | | | | |

|  |
| --- |
| **Important: Data Protection Act (1998).**  This form asks you to supply ‘personal’ data as defined by the Data Protection Act (1998). You will be supplying this data to the appropriate Human Resources (HR) or Security authority where it will be processed exclusively for the purpose of a check against the UK’s immigration and nationality records. The HR or Security authority will protect the information which you provide and will ensure it is not passed on to anyone who is not authorised to see it.  By signing the declaration on this form you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns about any of the questions or what we do with the information you provide please contact the person who issued this form for further information. |

|  |  |  |  |
| --- | --- | --- | --- |
| **For official use only** | | | |
|  | | | |
| Reference:  (Organisation stamp) |  | |  |
|  | |  | |