

DfE Policy Fellowship

June 2015

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# 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 at the start of a new Parliament and have an influential role in policy making at the heart of government.

As a Policy Fellow, you will bring a set of transferable skills developed within your ‘home’ sector or field to continue to drive our programme of reform. 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.

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 or part-time, depending on the skills you offer and the other commitments you pursue. Your appointment 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 12 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 ‘hands on’ support and challenge with policy teams alongside sharing your skills and experience widely across 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.

Paul Kissack

**Head of Policy Profession and Director General**

# About us

## What we do

The Department for Education is 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.

## 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

## 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.

# About the role

## The role of Policy Fellows

As a Policy Fellow, you will work across the DfE to contribute to high priority ministerial goals. The Policy Fellows are a small number of exceptional individuals, brought in to widen the pool of people from outside the Civil Service contributing to policy making. You can find out more about the last cohort of Policy Fellows and what they did [here](https://quarterly.blog.gov.uk/2015/01/27/raising-the-bar/).

**As a Policy Fellow, you will be expected to:**

* provide challenge and innovative thinking to policy and delivery challenges
* share your skills and experience widely across the department
* contribute to the Civil Service goal of open policy making

Specific projects will be discussed at interview stage. Exact responsibilities will depend on the department’s priorities and your experience and preferences but will include the following:

* working closely in a specific policy team to provide challenge and insight on policy and delivery challenges in that area;
* being available for wider policy teams to call on for an external perspective;
* creating or building links with external contacts; and
* running workshops, seminars, roundtables or other learning and development events for colleagues to share your experience and skills widely.

# Terms and conditions

## **Contract**

The role of Policy Fellow is offered as either an inward secondment, a fixed term appointment or exceptionally on a fees-paid basis. These appointments would be for up to 12 months.

Inward secondment – the secondment will be underpinned by a written inward secondment agreement – signed by all parties before the secondment from your current employer commences. The agreement will specify any temporary changes to contractual terms but the individual will normally remain on those of their home organisation.

Fixed Term appointment – a FTA contract will be issued. Successful appointments will be on DfE payroll and DfE Terms & Conditions.

## Fees Paid

A fee will be paid for a pre-determined number of working days over an agreed period: for example 20 days work over 5 months. The fee will be paid through PAYE with tax and national insurance paid at source.

## **Reward**

Salaries will be commensurate to the level of the role and will be agreed following successful appointment. All rates of pay will be aligned to existing Civil Service paybands.

**Please be aware that relocation support or extra financial assistance cannot be offered for international candidates.**

## Pension

Depending on appointment type some pension benefit may be accrued. This will be discussed with successful candidates.

## Location

Roles will be based in London, but we are prepared to consider candidates who wish to be based in one of our other office locations – Coventry, Darlington, Manchester, Nottingham and Sheffield. However, appointees will be expected to travel to London when 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.

## Other terms and conditions

Successful applicants appointed on DfE terms and conditions will receive a number of other benefits such as 25 days annual leave plus 8 days public holiday and 1 day privilege holiday for the Queen’s Official Birthday. Staff seconded will remain on their current employers terms and conditions.

### 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 and 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. You will be required to undertake the appropriate security checks for the post.

If the role is a regulated post, then the job offer will be made subject to the receipt of a satisfactory enhanced CRB check. A regulated post would have either: 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 relevant section of the application form.

# How to apply

To apply for this post, please submit **a CV, a statement of suitability (maximum 2 sides of arial 11-point), and one further sheet explaining how you would shape your fellowship,** and provide the following information:

* 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; and
* Please provide us with the details of two referees, and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

**The closing date for applications is 5pm on Monday 13th July**

Please email your application to [Policy.PROFESSION@education.gsi.gov.uk](mailto:Policy.PROFESSION@education.gsi.gov.uk)

## The selection process timetable

Closing Date: 13th July 2015

Panel Interviews: We aim to hold interviews within 6 weeks of the closing date but candidates will be contacted if this is likely to be extended

## Complaints

The Department for Education’s recruitment processes are underpinned by the Civil Service Commissioner’s Recruitment Principles which outline that selection for appointment be made on merit on the basis of fair and open competition.

If you feel your application has not been treated in accordance with the values in the Civil Service Code/if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner’s Recruitment Principles, you may make a complaint, by contacting [Policy.PROFESSION@education.gsi.gov.uk](mailto:Policy.PROFESSION@education.gsi.gov.uk) in the first instance.  If you are not satisfied with the response you receive you can contact the Civil Service Commissioners.

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| Equality Monitoring Form |

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| **Private and Confidential** | Applicants reference number  (For Office use only) |  |



**Equal Opportunities**

**in the Department for Education (DfE)**

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.

**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.**

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| **Age** |

**What is your date of birth?**

|  |
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| **Gender** |

**Are you?**  Male Female

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| **Disabilty** |

**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

|  |
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| **Ethnic Origin** |

Which group do you most identify with **Please tick** only one box.

**Section A: Asian or Asian British Section D: Mixed**

 Indian White and Black Caribbean

Pakistani White and Black African

Any other Asian background White and Asian

Any other mixed background

**Section B: Black or Black British Section E: White**

* Caribbean  British
* African  Irish

 Any other black background  Any other white background

**Section C: Chinese or Other Ethnic Group Prefer not to say** 

 Chinese

 Any other

|  |
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| **Religion** |

 Buddist  Christian

 Hindu  Jewish

 Muslim  Sikh

 Any other religion

 No religion

 Prefer not to say

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| **Sexual Orientation** |

 Bisexual  Gay Man

 Gay woman/Lesbian  HeterosexualPrefer not to say

Thank you for your co-operation, please return this questionnaire with your completed application.

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|  | 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.** | | | | | | | | | | | | | | | | | | |  |
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|  | Full Name | |  | | | | | | | | | | | | | | | | |  |
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|  | Any other names used | |  | | | | | | | | | | | | | | | | |  |
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|  | Date of Birth | |  | |  | | Male | | | |  | |  | Female | | |  |  | |  |
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|  | Current address | | |  | | Nationality at birth | | | | | | | | | | | | | |  |
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| Present nationality (if different) | | | | | | | | | | | | | |
|  | Postcode |  | |  | |  | | | | | | | | | | | | | |  |
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|  | Have you ever possessed any other nationality or citizenship? | | | | | | | Yes |  | | | No | | |  |  | | | | |
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|  | If yes please specify | |  | | | | | | | | | | | | | | | |  | |
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|  | Are you subject to immigration control? | | | | | | | Yes | |  | | No | | |  |  | | | | |
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|  | If yes please specify | |  | | | | | | | | | | | | | | | |  | |
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# Nationality and Immigration Status Form (continued)

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|  | Are you lawfully resident in the UK? | | Yes |  | No |  |  | |
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|  | Are there any restrictions on your continued residence in the UK? | | Yes |  | No |  |  | |
|  | | | | | | | | |
|  | If yes please specify |  | | | | | |  |
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|  | Are there any restrictions on your continued freedom to take up employment in the UK? | | Yes |  | No |  |  | |
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|  | If yes please specify |  | | | | | |  |
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|  | If applicable please state your Home Office/ Port reference number here: | | | | | | | |
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| **Declaration** | | | | | |
|  | | | | | |
| I undertake to notify any material changes in the information I have given to the vacancy manager. | | | | | |
|  | | | | | |
|  | **Signed** |  | **Date** |  |  |
|  | | | | | |

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| **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. |

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| --- | --- | --- | --- |
| **For official use only** | | | |
|  | | | |
| Reference:  (Organisation stamp) |  | |  |
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email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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