



Home Office

# Home Office Science Advisory Council Recruitment Information Pack

Information pack for applicants with scientific expertise in:

- Behavioural science
- Anthropology
- Human geography
- Engineering
- Medical Science / Technologies
- Political Science
- Economics

Further to this, we are looking for expertise that can be applied to one or more of the following areas, as well as other Home Office priorities:

- Artificial Intelligence
- Migration
- Fraud and Democratic/State Threats
- Public Safety

The closing date for the receipt of applications is **midday Monday 11<sup>th</sup> November 2024**.

Email: [HOSACsecretariat@homeoffice.gov.uk](mailto:HOSACsecretariat@homeoffice.gov.uk)

Mid-career researchers are encouraged to apply.

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# Background

## About the Home Office Science Advisory Council

Science, technology, analysis, and research are vital to the Home Office as they provide the capabilities and evidence-base underpinning our policies and operational practice across public safety, homeland security, and migration and borders.

The Home Office Science Advisory Council (HOSAC) supports the Home Office Chief Scientific Adviser (CSA), Professor Jennifer Rubin, by providing independent science advice to Home Office policy and operations, and communicating the importance and impact of science and research to the Department.

### It is within the Council's responsibility to:

- Provide the Home Office CSA with independent advice to maximise the quality of the science and research that informs strategic delivery and policy development.
- Provide independent scientific advice to the Home Office on matters relevant to its policy and operations.
- Proactively facilitate effective links between the Home Office, the wider scientific community, stakeholder groups, and other Government Departments to inform and support work relevant to the Home Office Areas of Research Interest and emerging research questions.
- Proactively identify and share emerging scientific, analytical or technological advances or trends with the relevant departmental leads.
- Act as a forum for the discussion of science, research and technology within the Home Office to support and enable the work of the Home Office CSA.
- Support and complement the Home Office's specialist scientific advisory committees and to facilitate coordination of their work.

HOSAC is an independent advisory council sponsored by the Home Office. Recent projects include an assessment of future threats, review of specific aspects of the asylum system and, support to various analytical sprints. HOSAC is supported by a Secretariat that is based in the CSA's Private Office. The full Terms of Reference for HOSAC can be found in **Annex A**.

## Governance

The Secretariat will be the link between the Government and the Council members. HOSAC adopts the Government's [Code of Practice for Scientific Advisory Committees](#) (CoPSAC). Members will be expected to abide by the Public Service Values and Standards in Public Service, including the [Seven Principles of Public Life](#) (Annex B). HOSAC members should interact with government transparently and openly, whilst ensuring that they act in an unbiased and independent manner.

## Introduction to the Home Office

The Home Office is one of the great Departments of State and its mission is fundamentally important: to build a safe, secure, and prosperous UK. The Home Office sector is comprised of three overarching systems: Homeland Security, Public Safety, and Migration and Borders. Science, Technology Analysis and Research (STAR), provides the cross-cutting scientific function which enables evidence to be at the forefront of decision making.

## STAR

As well as being the CSA, Professor Jennifer Rubin is the Director General of Science, Technology, Analysis and Research (STAR). STAR is comprised of the following directorates:

- Home Office Science
- Home Office Analysis and Insight
- Home Office Data and Identity
- International Strategy, Engagement and Devolution

HOSAC reports to the Home Office CSA and Director General for STAR.

## Role of a Council Member

**Role:** Members are expected to attend quarterly Council meetings as well as react to shorter turnaround requests. The Council may convene subgroups, sometimes with wider membership, to work on specific issues between meetings and may convene or take part in other events. The Home Office may also request advice from the Council on an *ad hoc* basis or in emergencies. As well as responding to incoming work, members should proactively share their ideas and knowledge where they consider it will add value. Council members will be expected to commit approximately 20 days per year.

### **Committee members are expected to:**

- Contribute to HOSAC Board meetings, sub-groups and working groups.
- Engage in our pairing scheme with a Home Office Senior Civil Servants (SCS).
- Act collectively with other HOSAC or co-opted members to ensure that the Council fulfils its responsibilities in providing impartial, independent, balanced, evidence-based advice to the Department and CSA.
- Examine and challenge the assumptions on which advice is formulated.
- Provide feedback on consultations and proposals from the Department.
- Consider and evaluate evidence on a given issue, and where appropriate, the concerns and values of stakeholders before a decision is taken.
- Share in the general responsibility to consider the wider context in which their expertise is employed.
- Inspire and mentor new generations of Civil Service analysts and scientists.

## Person Specification

Your supporting statement should provide evidence of your skills and experience against the criteria set out below. Please be clear about the scale and significance of your role/achievement. The evidence you provide against the selection criteria will be used by the selection panel to determine your suitability for the role.

## Required Expertise

The HOSAC membership has a broad range of expertise and is looking to recruit in the following fields. To deliver in the role, it is **essential** that your background aligns strongly with **at least one combination** of the following criteria.

### Information pack for applicants with scientific expertise in:

- Behavioural science
- Anthropology
- Human geography
- Engineering
- Medical Science / Technologies
- Political science
- Economics

We are looking for expertise that can be applied to one or more of the following areas, as well as other Home Office priorities:

- Artificial Intelligence
- Migration
- Fraud and Democratic/State Threats
- Public safety

#### 1. Artificial Intelligence

- Experience as a researcher or industrialist in the field of AI with emphasis on technical and socio-technical expertise in areas relevant to Home Office priorities, as listed below:
  - Migration and borders (e.g. increasing efficiency of related processes)
  - Homeland security (e.g. strengthening and protecting democratic mechanisms)
  - Public safety
- Experience of communicating AI to non-technical audiences.
- Expertise that falls outside of the remit of the [Biometrics and Forensics Ethics Group](#).
- A demonstrated ability to evaluate the suitability of AI for different applications.
- An excellent understanding of AI challenges and benefits across a range of topics, and the ability to convey the latest emerging opportunities or threats that could impact the Home Office.

- Ability to evaluate AI-related systems and approaches used in the Home Office and to recommend improvements.

## **2. Migration**

- Experience as a researcher or industrialist in the field of migration or border control with emphasis on areas with relevance to the Home Office.
- Specific areas of interest are listed below:
  - Evidence / analytical expertise on asylum and irregular migration.
  - Evidence / analytical expertise on resettlement and integration.
  - Evidence / analytical expertise of processes at the border.
  - Evidence / analytical expertise of environmental impacts.
- A demonstrated ability to evaluate and communicate where and how migration evidence can be used within the Home Office, including current and future challenges and opportunities – for example on understanding migrant motivations and behaviours, or using different sources of evidence to inform migration and border policy.
- A demonstrated ability to evaluate the suitability of migration data for different applications.
- An excellent understanding of migration challenges and benefits across a range of topics, and the ability to convey the latest emerging opportunities or threats that could impact the Home Office.
- Ability to evaluate the migration-related systems and approaches used in the Home Office and to recommend improvements.

## **3. Fraud and Democratic/State Threats**

- Experience as a researcher or industrialist on topics relating to fraud and democratic/state threats. The below topics are of particular interest:
  - Trust
  - Social Capital
  - Trade Online
  - Online Safety
  - Drivers, barriers, and vulnerabilities
- A demonstrated ability to evaluate and communicate where and how fraud data, trends and evidence can be understood within the Home Office, including identifying current and future challenges and opportunities.
- An excellent understanding of challenges and benefits, and the ability to convey the latest emerging opportunities or threats that could impact the Home Office.
- Ability to evaluate the fraud-related systems, programmes, and approaches used in the Home Office and to recommend improvements.

## **4. Public safety**

- Experience as a researcher or industrialist in areas which aim to improve public safety. The below topics are of particular interest:
  - Violence against women and girls.
  - Illicit markets.
  - Knife crime.
  - Anti-social behaviour.
  - Crime prevention.

- Young futures.
- Counter extremism.
- A demonstrated ability to evaluate and communicate where and how public safety data and evidence can be understood within the Home Office, including identifying current and future challenges and opportunities.
- An excellent understanding of the challenges in maintaining public safety, and the ability to convey the latest emerging opportunities or threats that could impact the Home Office.
- Ability to evaluate the public safety systems, programmes, and approaches used in the Home Office and to recommend improvements.
- An excellent understanding of extremism including the current and future risks as well as the ability to evaluate Home Office approaches on countering extremism and to recommend improvements.

## Personal Abilities and Behaviours

**In addition**, applicants should:

- Have effective communication, interpersonal and influencing skills at all levels.
- Have experience of working collaboratively with multi-disciplinary groups to advise on complex and/or strategic scientific or technical questions.
- Be able to evaluate complex issues, considering conflicting expert opinions/values to generate options and reach a consensus.
- Have strong analytical and judgement skills whilst being open to challenge and group discussions.
- Understand how science can be used to develop and test policy, with a desire to achieve concrete impacts that benefit people.
- Have a desire to raise awareness of science, scientific processes, and evidence within and beyond the Home Office. Identify opportunities and increasing engagement with science, scientific processes, and evidence within and beyond the Home Office.
- Have experience of having an impact in the equality, diversity and inclusivity space and being a positive champion for equality diversity and inclusion.

# Recruitment process

## Response Instructions

If you wish to apply for this position, please submit:

- A concise **CV** (maximum 2 sides of A4) outlining your most relevant career history, with key responsibilities and achievements.
- A **cover letter** (maximum 2 sides of A4) highlighting your suitability and setting out how you meet the essential criteria. Please note that this supporting statement is an important part of your application and will be considered alongside the CV.
- A completed **Diversity monitoring form** as found in Annex C.

Completed applications should be emailed to [HOSACsecretariat@homeoffice.gov.uk](mailto:HOSACsecretariat@homeoffice.gov.uk) by midday on the **11 November 2024**. Any applications after this date will be not considered. Mid-career candidates are encouraged to apply.

Please contact [HOSACsecretariat@homeoffice.gov.uk](mailto:HOSACsecretariat@homeoffice.gov.uk) with any questions.

### Covering letter

Your covering letter should provide evidence of your skills and experience against the essential and desirable selection criteria set out above. Please be clear about the scale and significance of your role/achievement. The evidence you provide against the selection criteria will be used by the selection panel to determine your suitability for the role.

## Selection Process

Applicants will be assessed by an appointment's selection panel comprising the Home Office DG STAR & CSA, HOSAC Co-Chairs, and an independent panellist. The panel will consider candidates who best demonstrate that they meet the stipulated criteria as set out in this information pack. Before the interview stage of the selection process, there will be a sift and all candidates will be informed of the outcome of the sift stage by email before interviews are conducted.

### Due diligence

Please note that as part of the recruitment process due diligence will be undertaken on the appointable candidates.

The HOSAC Secretariat will inform applicants of the outcome of the interviews. At the point of acceptance, the successful applicant will be asked to submit relevant details so that the process of security clearance can be commenced. Once security



clearance has been completed, the new member will be informed and their details posted on the [HOSAC page on Gov.uk](#).

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.

## 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.

<b>Milestone</b>	<b>Date</b>
<b>Advert Closing</b>	<b>Midday 11 November</b>
<b>Short List Meeting (internal)</b>	<b>Week commencing 25 November</b>
<b>Final Panel Interviews</b>	<b>Week commencing 9 December</b>

## Appointment to HOSAC

A selection panel including the Home Office (HO) CSA are responsible for the appointment and reappointment of members to HOSAC.

Appointment is usually for three years with the option of reappointment to a maximum of 10 years. All members must be able to work within the parameters set out in their Terms of Appointment and with necessary discretion / confidentiality / classification levels, keeping HOSAC business private. The appointment will be terminated immediately due to breaches of the contract or grave misconduct. This will be judged by the HO CSA and a panel of independent advisors.

Council-level meetings will normally take place at the HO Headquarters, 2 Marsham Street, London. Some HOSAC meetings may take place at a suitable external venue or be held virtually.

Reappointment is decided by the CSA depending on several factors. The Chairs' performance will be reviewed annually as is the performance of all Council members.

**The reappointment process will also consider:**

- The balance of expertise that covers current and future needs of the Home Office.
- The need to ensure that HOSAC membership is refreshed periodically.
- The need to retain expertise and ensure continuity.
- The aim of maintaining some continuity of membership when new members are recruited.

A member may, at any time, resign by notice in writing to the Home Office CSA with the HOSAC Co-Chairs.

**Pay and Expenses**

Council members will be remunerated for their time with an honorarium. Travel expenses can be covered in addition to the honorarium.

**Gifts and Hospitality**

All members are expected to ensure that acceptance of gifts and hospitality can stand up to public scrutiny.

**Conflicts of Interest**

Every member will have to complete their Register of Interests which is uploaded onto the gov.uk page. Any updates to this document should be communicated to the Secretariat. Should a matter give rise to a conflict of interest, members are required to inform the Chair in advance and withdraw from discussions or consideration of the matter. Guidance on handling conflicts of interests is provided in the governments [Code of practice for Scientific Advisory Committees](#) (CoPSAC).

A member is expected to inform the Co-Chairs of HOSAC in advance of a new appointment that may impinge on their duties as a member of HOSAC. Members should report annually even if this information is unchanged. Members are required to inform the Chair and Secretariat if they intend to accept a prominent position in any political party and understand that this could impact their HOSAC appointment.

**Freedom of Information Act 2000**

HOSAC maintain openness and transparency by publishing meeting minutes along with HOSAC written papers and reports. HOSAC abide by the statutory right to information provided by the Freedom of Information Act 2000. All significant papers should be published as soon as possible once HOSAC has delivered its advice, unless non-disclosure is justified under the Freedom of Information Act 2000.

## **Security clearance**

The successful candidate will be required to obtain Security Clearance (SC) before taking up post. Please note, individuals should normally have been resident in the UK for 5 years preceding their application for SC clearance. There may also be the option to be considered for Developed Vetting. For further information, please follow this [link](#).

## **Equal opportunities monitoring**

As part of the application process, we ask candidates to complete the Home Office Diversity Monitoring Form (Annex C). 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. In addition to this, please also tell us if you have:

- ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974;
- become bankrupt over the past ten years;
- been dismissed from any office or employment over the past ten years and the reasons for this;
- ever been disqualified as a company director or ever been a director, partner or manager of a company which has gone into liquidation.

## **Guaranteed Interview Scheme for Disabled Persons**

The Home Office is an accredited user of the government's "Disability Confident" 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 be considered under this scheme, email [HOSACsecretariat@homeoffice.gov.uk](mailto:HOSACsecretariat@homeoffice.gov.uk) who will advise on next steps. 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. 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 diversity monitoring form is used for monitoring the selection process only. If you do not want these details to be recorded please return the form uncompleted. If unsuccessful, your personal data relating to application will be destroyed. If successful, necessary data will be retained.

## HOSAC Terms of Reference

The role of the HOSAC is to support the Home Office CSA in providing independent scientific advice to the Home Office on matters relevant to its policy and operations. The Council also supports the CSA in engaging and communicating the importance and impact of research and scientific issues to the department. In this context, science non-exclusively include economics, social science, statistics, operational research and engineering, physical and life sciences, ethics, and data science.

HOSAC operates under the [Code of Practice for Scientific Advisory Committees](#) (CoPSAC) published by the Government Office for Science; this code sets out the general responsibilities of the Council and its members. Members should also abide by the [7 Principles of Public Life](#).

### **It is within the Council's responsibility to:**

- Provide the Home Office CSA with independent advice to maximise the quality of the science and research that informs strategic delivery and policy development.
- Provide independent scientific advice to the Home Office on matters relevant to its policy and operations.
- Proactively facilitate effective links between the Home Office, the wider scientific community, stakeholder groups, and other Government Departments to inform and support work relevant to the Home Office Areas of Research Interests.
- Proactively identify and share emerging scientific or technological advances or trends with the relevant departmental leads.
- Act as a forum for the discussion of science and technology within the Home Office to support and enable the work of the Home Office CSA.
- Support and complement the Home Office's specialist scientific advisory committees and to facilitate coordination of their work.

### **The membership of HOSAC is as follows:**

#### **Council Members**

Council members are responsible for contributing towards the Council's aims and following the Council's code of practices. Members will be committed to attending quarterly Council meetings as well as reacting to shorter turnaround requests. Members will be expected to respond to urgent emails from the Department where possible. Members will work on long-term projects as well as ad-hoc work from the Department. As well as responding to incoming work, members should proactively share their ideas and knowledge where they consider it will add value.

Members will be appointed through fair and open competition by a selection panel including the CSA. Council members will be remunerated for their time. Travel expenses will be covered in addition to the honorarium. The annual time commitment will be up to 20 days.

## **HOSAC Co-Chairs**

The HOSAC Co-Chairs are responsible for ensuring that the council's aims are being met and working with the Secretariat to structure the Council's workplan. The HOSAC Co-Chairs will have the same expectations as Council members and following the Council's code of practices. The Co-Chairs will work with the Secretariat to ensure that the balance of member skills are appropriate for the task.

The HOSAC Co-Chairs will be appointed through fair and open competition by a selection panel including the CSA. The HOSAC Chairs will be remunerated for their time. Travel expenses will be covered in addition to the honorarium. The annual time commitment will be up to 25 days.

## **Associate members**

Associate members are expected to contribute to the Council's aims and follow the same code of practices as HOSAC members. Associate members will be expected to attend quarterly meetings and be involved in the discussions during the meetings. Associate members will not be expected to work outside of the HOSAC board meetings but may be invited to additional meetings or events which will be optional.

The Chairs of Migration Advisory Committee (MAC), Animals in Science Committee (ASC), Advisory Council on the Misuse of Drugs (ACMD), Defence Science Experts Committee (DSEC), Biometrics & Forensics Ethics Group (BFEG) and Age Estimation Scientific Advisory Council (AESAC) will be automatically appointed as associate members of HOSAC unless agreed otherwise. Associate members will not be recruited directly. A day rate will be given to those Chairs who are not remunerated for their chair-ship already. The annual time commitment will be approximately 4 days.

## **Annual Review**

Annually, the Co-Chairs of HOSAC and the Home Office CSA will review the Council's composition and consider whether the current balance of skills and experience available match the Council's current and future needs.

## **HOSAC meetings**

Full HOSAC meetings are held quarterly and include attendance by the Home Office CSA and other relevant Home Office officials. Smaller, task-relevant meetings and workshops will occur throughout the year as needed in response to departmental requests and needs. Where appropriate senior officials from the Home Office and its agencies should attend formal and informal HOSAC events to ensure that HOSAC is able to contribute to the department by appropriately influencing the formulation of policy and operational decisions.

# ANNEX B

## THE COMMITTEE ON STANDARDS IN PUBLIC LIFE

### THE SEVEN PRINCIPLES OF PUBLIC LIFE

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Diversity Monitoring

Providing diversity information helps us to: uncover unfairness, discrimination or disadvantage in recruitment processes; assess the effectiveness of recruitment strategies; better understand the background of candidates and; aids the identification of patterns and trends.

The information provided in this Appendix is not taken into account in assessing suitability for appointment.

**What is your current gender?**     Male     Female     Other     Prefer not to say.

**Gender identity assigned at birth?**     Same as current gender     Different to current     Prefer not to say gender

### Age

Under 25     25-30     31-35     36-40     41-45     46-50     51-55

56-60     61-65     Over 65     Prefer not to say

### Ethnic Group

Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background.

#### A: White

- English, Welsh, Scottish, Northern Irish, British
- Irish
- Gypsy or Irish Traveler
- Any other White background

#### C: Asian/ Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

#### B: Mixed/multiple ethnic backgrounds

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background

#### D: Black/ African/ Caribbean/ Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

**E: Other ethnic group**

- Arab
  - Any other ethnic group
  - I prefer not to answer this question
- 
- 

**Disability**

Do you have a disability?  Yes  No  Prefer not to say

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**Religion or Belief**

- No religion or belief
  - Buddhist
  - Christian (all denominations)
  - Hindu
  
  - Jewish
  - Muslim
  - Sikh
  
  - Any other religion or belief
  
  - Prefer not to say
- 
- 

**Sexual Orientation**

- Bisexual
  - Gay man
  - Gay woman/lesbian
  - Heterosexual/straight
  - Other
  - Prefer not to say
- 
- 

**Married or in a Civil Partnership?**

- Yes
  - No
  - Prefer not to say
- 
- 

**Caring Responsibilities?**

- Yes
  - No
  - Prefer not to say
- 
- 

**Education aged 11 – 18**

- Mainly attended UK State school
- Mainly attended UK independent/fee paying school
- Bursary/assisted place at independent/fee paying school
- Mainly attended school outside the UK
- I don't know
- Prefer not to say

The time you have taken to complete this information is appreciated. Thank you.