



Ministry of Housing,
Communities &
Local Government

College of Experts

Recruitment Pack



Ministry of Housing,
Communities &
Local Government

A welcome from Sarah Healey, Permanent Secretary

Thank you for your interest in the College of Experts at the Ministry of Housing, Communities and Local Government (MHCLG).

MHCLG is at the heart of the government's agenda for change, aimed at growing the economy and improving people's lives right across the United Kingdom. We do this by empowering local communities, rebuilding local government, delivering the homes people need, ensuring building safety, enabling social cohesion and supporting local growth.

If you join us in housing, communities or local government, you will play a key role in the government's five core missions to give the country a driving sense of purpose. Supporting good jobs and productivity, breaking down barriers for everyone and encouraging a sense of pride in local areas runs through all MHCLG teams, whether they are tackling homelessness, unsafe tall buildings or leasehold and planning reform; supporting the spread of devolution or finding local sponsors for refugees from war.

People are at the heart of everything we do in MHCLG, and naturally we take pride in our own open and collaborative culture. We empower and enable our colleagues to deliver at their best. Central to this is our commitment to diversity, and to creating a truly inclusive working environment. Our excellent staff networks represent and advocate for the best interests of our colleagues, and play a vital role in the department's decision-making

We are looking for people who have the pride, passion and skills to work alongside us in making a positive difference to the lives of citizens and communities across the UK. In return, MHCLG offers you the chance to be part of the work of an exciting, fast-paced department at the heart of the government's mission, and to make a difference to the leadership of both MHCLG and the wider Civil Service.

If this sounds like the right opportunity, we look forward to hearing from you.





Ministry of Housing,
Communities &
Local Government

A welcome from Richard Prager, Chief Scientific Advisor

Thank you for your interest in joining the College of Experts at the Ministry of Housing, Communities and Local Government.

Let me highlight some key reasons why this could be an attractive thing to do: our Ministry is a diverse and friendly place and we have a culture that enables different disciplines to work together effectively; we work on an incredibly wide range of topics that draw on the social, physical and biological sciences as well as engineering and technology; and we are very collaborative and work with many other government departments.

From our name you can see that our work lies at the heart of national wellbeing; housing and communities are fundamental and can have a significant positive impact on people's lives.

I hope you will decide to make an application to join us.





Ministry of Housing,
Communities &
Local Government

The Ministry of Housing, Communities & Local Government

MHCLG is at the heart of the Government's agenda for change, aimed at growing the economy and improving people's lives right across the United Kingdom. We do this by empowering local communities, rebuilding local government, fixing the foundations of an affordable home, ensuring building safety, enabling social cohesion, strengthening employment rights and supporting local growth.

Building 1.5 million homes in the next parliament

Speeding up the planning system and reintroducing mandatory housing targets

Fixing unsafe buildings

Spearhead a new generation of new towns and kickstarting local economic growth

Working with local government to expand our devolution agenda

Strengthening and consolidating employment rights

Tackling the complex causes of homelessness and rough sleeping

Understanding and working with our communities



What is the College of Experts?

MHCLG is looking to recruit to its College of Experts

The College will be a list of pre-approved experts from whom MHCLG can commission short pieces of ad hoc work under contract to provide science, engineering and industrial expert services.

In order to create policies that deliver for the British public, are resilient to current and future challenges, and encourage trust in their intended outcome from Ministers and the British public, MHCLG's policies must be underscored by a diverse range of science, engineering and industrial expertise. We welcome expertise from a range of disciplines to help design policies which will create growth across the country, strengthen employment rights and raise living standards, reform our planning system, help ensure everyone has access to secure, affordable and safe homes, and breathe new life into our towns and cities through empowering local leaders and communities.

The College is being created to increase the department's access to scientific networks, broaden its evidence base, identify key areas of research interest for the department, and bolster the provision of scientific advice.



What will the College of Experts do?

Examples of the type of advice the college could provide

- Ad hoc advice and support to ministers or policy and analytical colleagues where appropriate, aiding with project and programme development and evaluation.
- Provision of training, workshops or roundtables on specific technical or subject-specific areas.
- Participation in working / advisory groups for MHCLG R&D projects.
- Provision of support to the Chief Scientific Adviser (CSA) by making extended expert/ scientific networks that can help guide MHCLG decision making.

This list is non-exhaustive, and you may be asked to provide other types of advice in addition or instead.



Who should apply to be a member?

Areas of expertise we are looking for

We are committed to appointing a diverse range of individuals to the College to ensure diversity of thought. We encourage applications from experts from all career stages from early career academics to established academics; individuals from a range of backgrounds; and individuals with expertise gained from both academia and industry across the wide remit of MHCLG's policies.

MHCLG is a department with a broad and ambitious policy remit, so we encourage anyone to apply with expertise in any of the following areas:

- Housing
- The planning system
- Communities and social cohesion
- Local government
- Local growth
- Devolution
- Homelessness, rough sleeping and policies to support vulnerable groups
- Net zero carbon emissions and housing quality
- Building safety
- Electoral registration
- Voting and electoral systems.
- Resilience and recovery from emergencies
- Employment and Worker's rights
- Cross-cutting research methodologies such as theories of change, systems thinking, project, and programme management.



Selection Criteria

Applicants must provide evidence showing how they meet the selection criteria below with reference to their areas of expertise

Essential Criteria

- A high level of relevant experience and expertise in the areas you have identified, evidenced by qualifications to a postgraduate level or equivalent experience.
- Experience and evidence of working in multidisciplinary groups to provide evidence-based assessments or advice.
- A proven ability to communicate complex scientific/ technical advice clearly and persuasively orally and in writing to a non-technical audience in English.
- A desire to increase the use of science, engineering or industrial advice in government to produce better policy.

Desirable Criteria

- Experience in applying expertise in your area to inform policy.
- Experience of influencing and negotiating outcomes in a range of stakeholder environments.



The Application Process

How to apply

To submit your application, you will be taken to BeApplied, a recruitment platform used by MHCLG. On this site you will be able to upload your CV and personal statement. However, only one document can be uploaded onto BeApplied, so you should **ensure that your CV and personal statement are submitted in one document.**

You will need to submit:

- A **current short CV (Two pages maximum)** setting out your career history with key responsibilities and achievements. Please include publications which highlight your expertise and academic / industry experience of relevance to this application.
- A **Supporting Statement (750 words maximum)** setting out: how your area of expertise links to either MHCLG's remit, areas of research interest or the particular areas of expertise stated above; why you want to be a part of MHCLG's College; and what previous experience you have which make you a suitable candidate for the College. Within your statement, please state how you would describe your level of experience. Please note we are seeking college members with a diverse range of experience and knowledge. Some examples below are:
 - Early career researcher,
 - Newly qualified professional,
 - Mid-career researcher,
 - Experienced practitioner,
 - Established expert or academic/researcher or fellow.

As part of the application process, you will also be requested to fill out a form collecting equality and diversity information. The monitoring form will be treated as confidential and will not be treated as part of the application.

Once the advertisement period has closed, we will review all applications. If you have any questions about this recruitment campaign, please feel free to email us at: CollegeofExperts@communities.gov.uk.

Applications will go through an initial review by the Chief Scientific Adviser's Office to check for completeness. Those that pass the initial sift will then be reviewed by a selection panel. The selection panel will consist of at least two assessors and will be drawn from the MHCLG Chief Scientific Adviser's Office and relevant policy teams. There will not be interviews for selection to join the College. We will inform you of the outcome of your application by email.

If you would like to attend an information session with MHCLG's Chief Scientific Advisor on 9th January 2025, or would like further information please email collegeofexperts@communities.gov.uk



During the application process

Due Diligence and declarations of interest

Due Diligence

- During the application process MHCLG will conduct due diligence checks to ensure that College members: uphold the standards set out in the Committee on Standards in Public Life's '[Seven Principles of Public Life](#)'; adhere to the principles in the '[Code of Conduct for Board Members of Public Bodies](#)'; follow the guidance on [Government's principles of engagement](#)'. MHCLG must be satisfied that all members of the College can meet these standards and have no conflicts that would call into question their ability to perform the role. Searches will be carried out via internet search engines and any public social media accounts.

Recording and managing Declaration of Interests

- In line with MHCLG policy and established good practice for accessing external expertise, members of the College are required to declare any personal or non-personal interests before joining the College and on an annual basis. Interests will then be reviewed again before taking on a specific piece of work to identify any new or additional interests that are relevant in the context of the specific task under consideration.
- Types of interests can include any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements of other connections with commercial, public or voluntary bodies, both for themselves and for their close family members.
- If a specific interest is declared which could constitute a conflict with MHCLG, the College or a specific task, MHCLG will work with you to identify ways of mitigating the conflict according to MHCLG's policy and guidance on interests. Candidates should note they may be required to stop working on any conflicting interests.

Nationality

Membership of the College is open to all Nationalities as long as you have the right to work in the UK.



During the application process

Equal Opportunities

We believe that by being a diverse and inclusive workplace, where everyone is valued, we are more motivated, higher performing and more committed to our team. We welcome applications from suitably qualified people, regardless of race, gender, sexual orientation, social background, religious beliefs, ethnicity, disability, age, marital status or working patterns.

We encourage applications to address the under-representation of women, people from ethnic minorities and people with disabilities. Decisions on eligibility for the College are based on merit and the principles of independent assessment, openness, and transparency of process.

Disability Confident

MHCLG values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. Please let us know if you would like us to make a reasonable adjustment to this application process.

Political Activity

Members will need to show political impartiality during their time on the College and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be declared alongside other interests as part of the declaration of interests.

Your political activity will be kept separate from your application. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for the College, you may include it in the main body of your application.



What happens if you are selected to join?

Security, Appointment Term and Time Commitments

If you are invited to join the College, we will send you an offer letter which will act as the formal offering of the position on the College and include summaries of the main terms, conditions of the offer, details about the role and MHCLG. We will also ask you to complete a Declaration of Interest form, which we will review (and if necessary, discuss with you) to identify relevant interests and any associated conflicts.

If you agree to join the College, your details including a summary of your expertise, will be published on our webpages. We will keep and use your Supporting Statement and your Declaration of Interest form to help decide whether to contact you about specific pieces of work.

Baseline Personnel Security Standard checks

You will be required to have or be willing to obtain security clearance to [BPSS](#). There may be instances where it is necessary to obtain clearance to a higher level – this will be dealt with on a case-by-case basis.

To undertake security checks to BPSS level you will be asked to provide proof of right to work in the UK and a DBS check. Higher security checks may require further information. You will not be asked to produce evidence to confirm your eligibility at the application stage, but you will be required to do so should you be selected as a member of the College.

Appointment Term

For successful applicants, your appointment as a member of the College of Experts will be for an initial term of 1 year, with the option of reappointment by mutual agreement as part of the College's annual review.

It should be noted that this is contractual work. Members of the College are neither employees of the Crown nor MHCLG. Such appointments are not normally subject to the provisions of employment law.

Experts will be expected to abide by the '[Seven Principles of Public Life](#)' set out by the Committee on Standards in Public Life.

Appointments may be ended prior to the conclusion of the period of appointment if the expert does not meet MHCLG's expectations or a breach of contract occurs, for example if the expert does not perform their obligations laid out in the agreement letter.

Time Commitment

The CoE will enable expertise to be brought in on short-term periods. Most requests will be for between 2 – 30 days' worth of work. You will have the opportunity to discuss time commitments with the commissioning team prior to agreeing to undertake a piece of work to ensure work can be completed to the agreed timetable.

Please note that inclusion in the College does not guarantee that you will be called upon to undertake work for MHCLG, though there may be opportunity to participate in events related to your area of expertise.

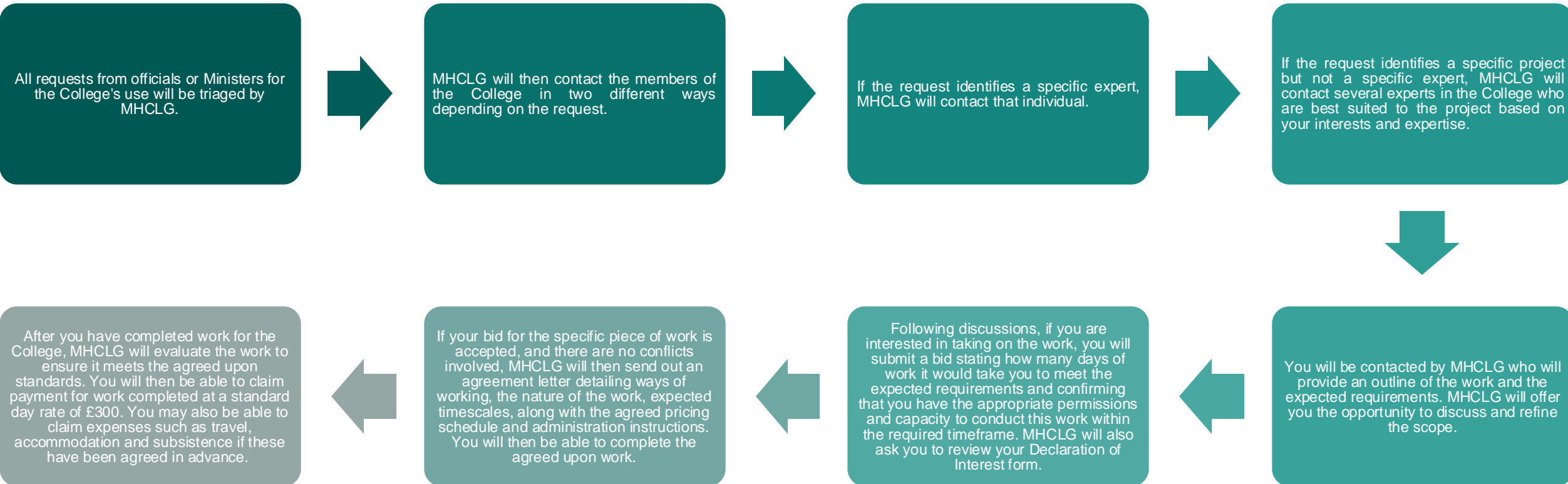
Location

The roles will primarily involve remote work. It is possible that you may be asked to travel to one of MHCLG's offices in the UK, although we anticipate this will be the exception.



What happens if you are asked to take on specific work?

Process of commissioning work



Please note that inclusion in the College does **not guarantee that you will be called upon** to undertake work for MHCLG, though there will likely be opportunity to participate in events related to your area of expertise.

The expenses that members of the College may claim in respect of their work will also be agreed with the relevant MHCLG Official upon selection for a contracted piece of work. Members should contact the Chief Scientific Adviser's Office before incurring any expense that they believe should be reimbursed, in advance.



Ministry of Housing,
Communities &
Local Government

Annex A

Privacy Notice



College of Experts Privacy Notice

The purpose of this notice is to set out how MHCLG uses personal data and special category data for the purpose of the College of Experts, explains your rights and gives you the information you are entitled to under data protection legislation (the UK [General Data Protection Regulation](#) (UK GDPR) and [Data Protection Act 2018](#) (DPA 2018)).

1. Data controller identity

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. If, having read this Notice, you have any further queries on your data in respect of your application, contact CollegeofExperts@levellingup.gov.uk, The Data Protection team can be contacted at dataprotection@levellingup.gov.uk.

2. Data subject categories

The personal data to be processed for this activity relates to individuals who are invited or applying for a position on the MHCLG College of Experts.

3. Data categories

Depending on the nature of the role you are being considered for, the following categories of personal data will be collected for the purposes of your application:

Name, geographical location (address), telephone number and email address

Date of birth

Curriculum Vitae

Employment history and qualifications

Employment references

Copies of educational and professional certificates,

Membership/registration numbers of professional bodies.

Information sourced via the Internet such as:

Biographies

Financial probity information (via the Disqualified Director Register, Bankruptcy and Insolvency Register, Removed Trustees Register, Financial Services Register)

Information relating to political donations (via the Electoral Commission Register)

Connections with developers who have signed the Remediation Contract, and connections with a developer who is currently on the Responsible Actors Scheme prohibition list.

Social media account checks to assess your commitment to the Seven Principles of Public Life.

Details of any public appointments held both self-declared and sourced through www.gov.uk and public body websites. Other background information relevant to your application including shortlist and interview assessments made by the Chief Scientific Adviser's Team

Declaration of interests

Proof of identity documentation



College of Experts Privacy Notice

Special category data

We are responsible for monitoring the diversity of our college by assessing any diversity data collected as part of applications. The special category data (as defined in Article 9(1) of the UK GDPR) may include your:

- Sex/gender
- Race or ethnicity
- Religion or belief
- Political beliefs
- Disability information
- Sexual orientation

We may additionally ask you to supply us with any relevant health information where this may be needed to make reasonable adjustments to facilitate your access to offices and participation at events.

4. Purpose of processing

Your personal data will be processed for the purpose of considering your membership of the College of Experts. Your personal data covered in paragraph 3 will also be processed where you are being considered for a membership of the College.

Collecting special category data and geographical (address) data is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained. It is not carried out for the purposes of measures or decisions with respect to your application for membership of the College.

5. Lawful basis for processing personal and special category data

Personal data processed for the purposes of joining the MHCLG College of Experts complies with Article 6(1)(e) of the UK GDPR in that it is necessary for the performance of a task carried out in the public interest. This public task is that of ensuring the suitability of those being considered for MHCLG College membership. Section 8 of the DPA 2018 specifies that this includes processing that is necessary for the exercise of a function of a government department. In this case, the MHCLG Chief Scientific Adviser's Team facilitates invitations and applications to the MHCLG College of Experts, and MHCLG policy officials facilitate membership.

Where we process special category data (as defined in Article 9(1) of the UK GDPR), it is for reasons of substantial public interest (under Article 9(2)(b) and (g) of the UK GDPR) and in accordance with the requirements set out in paragraph 6(2)(b) of Part 2 of Schedule 1 to the Data Protection Act 2018.



College of Experts Privacy Notice

6. Recipients of your personal data and special category data

Your special category personal data will not be divulged to other parties, other than as part of anonymised summaries of candidate diversity.

Others with whom we may need to share your personal data will vary depending on the nature of the role being applied for, and may include:

The organisation responsible for security checks if needed

The legal basis for the sharing of this data with these additional organisations, where required, is the same as paragraph 5 above

7. Retention period

MHCLG is required to keep information related to candidates being considered for College of Experts membership in order for us to complete the appointment process, satisfy the purposes of audit and to facilitate onboarding should you be successfully appointed.

Unsuccessful applicants

If you are not successfully granted membership, your data will be held for 2 years following the announcement of the successful memberships or the conclusion of the recruitment exercise, if no announcement is made. This is to allow MHCLG to provide any requested feedback, satisfy any complaints or legal challenge, and provide evidence for audit purposes.

After that time, information relating to your candidacy including your CV, letter of application, declaration of conflicts, political activity and diversity form will be destroyed. This will include all contact details that we hold for you, unless you have indicated that you would like your name to be kept on file for future opportunities. This excludes information included within candidate assessments conducted by the Chief Scientific Adviser's Team, which we will retain for 5 years for legitimate business purposes.

Successful applicants

If you are successfully appointed to a membership of The College of Experts, we will retain your data for the duration of your membership plus 1 year from when your appointment ends. Your data may be held for longer than this period if required by law or in connection with legal proceedings. Your name may also appear in Ministerial advice and other documents which are held as public records of the membership process. After that time, information relating to your candidacy including your CV, letter of application, declaration of conflicts, political activity and diversity form will be destroyed.

This will include all contact details that we hold, unless you have indicated that you would like your name to be kept on file for future opportunities. You may expect to receive further privacy notices as part of the onboarding process from the body that you are appointed to.

Where we share information with Ministers' offices your personal data will be destroyed once the recruitment exercise is complete. This will include all contact details shared with them.



Ministry of Housing,
Communities &
Local Government

College of Experts Privacy Notice

8. Your data protection rights

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

Know that we are using your personal data.

See what data we have about you.

Request that your personal data is erased if there is no longer a justification for the data to be processed.

Ask to have your data corrected, and to ask how we check the information we hold is accurate.

Request that any incomplete personal data is completed, including by means of a supplementary statement.

In certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

Object to the processing of your personal data.

Complain to the Information Commissioner's Office (ICO) (see below).

9. Storage, security and data management

As your personal data is stored on MHCLG IT infrastructure, it may be transferred and stored securely outside the UK. Where that is the case, it will be subject to equivalent legal protection through an adequacy decision or reliance on Standard Contractual Clauses.

10. Complaints and more information

When we ask you for information, we will keep to the law, including the UK GDPR and the DPA 2018 and new legislation coming into force.

If you are unhappy with the way the department has acted, you can [complain](#). If you are not happy with how we are using your personal data, you should first contact dataprotection@levellingup.gov.uk.

If you are unhappy about MHCLG's handling of your concerns, or would like independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow, Cheshire,

SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

icocasework@ico.org.uk

<https://ico.org.uk/>

OFFICIAL



OFFICIAL