



Home Office

**Migration Advisory Committee
Member**

Recruitment Information Pack

JUNE 2017



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About Migration Advisory Committee

Role and Background

The Migration Advisory Committee (MAC) is a non-statutory, non-time limited, non-departmental public body established and funded by the Home Office.

The MAC is made up of the Chair and four other independent economists, who have been appointed under rules relating to public appointments laid down by the Office of the Commissioner for Public Appointments (OCPA). The MAC is currently comprised of:

- Professor Alan Manning (Chair)
- Dr Jennifer Smith
- Professor Jackline Wahba
- Madeleine Sumption

The position being advertised is to fill a vacancy which has arisen following Professor Manning's appointment as Chair.

The MAC is supported by a secretariat, comprised of analysts and policy professionals.

The Nature of the Work

The MAC provides advice to the government on a range of migration policy related issues. To date this has included impacts of migration, annual limits on, and the design of, Tiers 1 and 2 of the points-based system and transitional labour market access for nationals of new EU member states. The MAC's advice also informs the compilation of the shortage occupation list for Tier 2.

The MAC's core statement of purpose is:

- to deliver high quality evidence-based, economics focused, reports and policy advice on behalf of the MAC in accordance with the work plan set by the Government; and
- to help ensure that Government policy and strategy in relation to migration and employment is based on the best possible evidence and analysis.

Since its establishment in 2007 the MAC has played a leading role in ensuring that the case for migration into the UK is balanced alongside the needs of both the economy and society. The Committee has produced numerous reports since 2008, many of them of considerable length and complexity, such as:

- [Review of the Tier 1 Entrepreneur and Graduate Entrepreneur routes](#) (October 2015)
- [Partial review of the Shortage Occupation List and nursing](#) (March 2016)
- [Labour market for nurses in the UK](#) (July 2016)

The full set of MAC reports is available on its website [here](#).

The MAC also operates its own research programme to improve and broaden the existing evidence base on issues related to migration. During the financial year 2015-16 the MAC commissioned the following research project:

- The labour market for nurses in the UK and its relationship to the demand for, and supply of, international nurses in the NHS

The report can be found [here](#).

In terms of recent projects, on 30 November the MAC delivered to Government a report on which school teaching jobs should be on the shortage occupation list.

Going forward, Brexit will pose great challenges and opportunities for immigration policy and the MAC can expect to play an important role in providing high quality advice on the impacts of policy options to Her Majesty's Government.

The MAC's terms of reference are included in the Home Office Framework Document for the MAC, which is publicly available on the Committee's website [here](#).

Role Description

- Job Title:** Member for the Migration Advisory Committee (MAC)
- Remuneration:** The role is remunerated at £275 per day
- Appointment:** This is a fixed term appointment for a minimum period of three years.
- Location:** National (meetings are usually held in Central London, however video conferencing is available to those based outside the UK).
- Reporting to:** Professor Alan Manning, Chair of the MAC

Key Responsibilities:

The MAC holds up to ten full Committee meetings a year, which all members are expected to attend.

All members have responsibility for:

- attending and contributing at MAC meetings;
- examining and challenging, if necessary, the assumptions on which advice is formulated;
- ensuring that the MAC has the opportunity to consider: the available evidence on a given issue; contrary views; and, where appropriate, the concerns and values of corporate partners, before a decision is taken;
- advising on how the MAC's research budget should be spent;
- acting with a presumption of openness; and
- acting in accordance with the Home Office [Framework Document](#) for the MAC.

Since its establishment in 2007 the MAC has operated "hands-on" in its analysis and interaction with the secretariat. Your knowledge of particular occupations or sectors and your statistical expertise play a vital role in the success of the MAC.

In addition, as holders of a public office, MAC members are expected to following the Seven Principles of Public Life set out by the Nolan Committee on Standards in Public Life (see Annex A).

Person Specification

In your application you should provide examples of your experience in meeting the appointment criteria listed below. These will be the key criteria for selection.

Essential

- World class expertise in economics, preferably labour markets.
- Strong Quantitative analytical skills.
- Excellent written skills – including experience of producing evidence-based reports.
- Able to build effective working relationships with a wide range of groups.
- Ability to work as part of a team.

Desirable

- Knowledge of non-UK migration data and policies.
- Experience of working in or with business.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the MAC. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for a minimum period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance.

Time Commitment: Members are expected to work two days a month (24 days a year).

Remuneration:

- The role is remunerated at £275 per day.
- The remuneration is taxable through payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full time role from the public purse.

Location: Committee meetings are usually held at the Home Office 2 Marsham Street, London, SW1P 4DF. Evidence-gathering is UK-wide and members are expected to participate in some visits and other interaction with stakeholders. Travel and subsistence costs will be reimbursed in line with standard MAC policy.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to CTC level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Availability: The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Nationality: This is a non reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. In order to confirm your eligibility for this post, please complete the Nationality form found at the end of this candidate pack. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and 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.

Conduct: Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Annex A). You will be expected to observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to your responsibilities in MAC.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gsi.gov.uk.

Conflict of interest: You should note particularly the requirement to declare any potential conflict of interest that arises in the course of MAC business and the need to declare any relevant business interests, positions of authority or connections with organisations and individuals relevant to MAC business. MAC members are expected to complete a register of members’ interests. This register is made public via the MAC web site and is updated annually during the term of office.

Political Activity: You are expected not to occupy paid party political posts or hold particularly sensitive or high profile roles in a political party. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of MAC.

You will be required to complete a Political Activity Declaration as part of your application, which will be kept separate from your application and will only be seen by the Panel prior to interview. The Panel may at that stage explore with you any potential for conflict of interest. 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 this post, you may if you choose include it separately in the main body of your application.

Pre-appointment checks: Prior to the appointment of the successful candidate, pre-appointment checks will be carried out on security, immigration and criminal convictions.

Termination of appointment: You may resign your office at any time by giving written notice of three months to the Home Secretary.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with: Will Nixon, Public Appointments Team, Home Office, Ground Floor, Seacole Building, 2 Marsham Street, London, SW1P 4DF. Alternatively email Will.Nixon@homeoffice.gsi.gov.uk.

We will reply to your complaint within 20 working days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments, The Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Governance Code is available [here](#).

Information about the Commissioner's policy and manner in which complaints are investigated are set out in the Commissioner's leaflet Your Guide to Making a Complaint about a Public Appointments Process which can be found [here](#).

Response Instructions

If you wish to apply for this position, please supply the following **by midnight on 16 July 2017**.

- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- In addition, please also complete and return via email the **forms at Annex B**, relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to publicappointments@homeoffice.gsi.gov.uk

If you cannot apply online, please post applications to:

Will Nixon
Home Office Public Appointments Team
Ground Floor Seacole Building, 2 Marsham Street
London SW1P 4DF

Please note it is your responsibility to ensure we receive your application by the closing date.

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Stephen Earl, Head of Policy, MAC secretariat on 0207 035 8163. If your query relates to the public appointments process then please contact Will Nixon in the Public Appointments Team in the first instance on 0207 035 5987.

Equal Opportunities Monitoring

The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender. We recognise flexible working practices but members need to be able to attend meetings, mostly held at 2 Marsham Street, London SW1P 4DF.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex B). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be anonymised, treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Interview Access Scheme for Disabled Persons

As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the appointment, as outlined in the relevant role

description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. If you wish to apply under the Interview Access Scheme, please complete the form at Annex B.

Whether you choose to apply under the Interview Access Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

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 and the selection process. 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 ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. We are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the requirements of the Data Protection Act and the requirements of the Commissioner's Governance Code. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- Your initial contact details, including your name and address will be held by the Home Office for a period of at least two years.
- If you submit an application form, the form and any supporting documentation will be retained for at least two years.
- Information held electronically, including your contact details and the monitoring information which you provide will also be held for at least two years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please contact Will Nixon on 0207 035 5987.

Indicative Timetable

Please note that these dates may be subject to change. Please let us know in your application letter if you are unable for interview on the date below.

Closing Date for Recruitment Advertisement	Midnight, 16 July 2017
Shortlist Meeting	w/c 31 July 2017
Candidate Interviews	w/c 18 September 2017
Meeting with Home Secretary (if required)	Post interview

Recruitment Process

This role is being competed in accordance with the Governance Code on Public Appointments¹ which sets out the principles that should underpin all public appointments.

The process will be chaired by Philippa Rouse, Director Immigration and Border Policy, who with the Home Office Public Appointments Team (PAT), will be responsible for ensuring compliance with the Governance Code on Public Appointments, which regulates MAC appointments. In addition, the selection panel will include Professor Alan Manning (Chair of the MAC), and Vanna Aldin (Head of Analytics and Chief Economist, Food Standards Agency) independent member.

The PAT will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final interview.

Interviews are expected to take place in central London and will last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with her, or another Minister, before a final decision is made. As a result there may be a delay in informing candidates of the outcome of the competition.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

1

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

ANNEX A

Seven Principles of Public Life

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

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.