



Home Office

## APPOINTMENT OF A RECOVERY CHAMPION

### Recruitment Information Pack September 2017



INVESTORS  
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## About the Drug Strategy

The complexity and pervasiveness of drug misuse and the harms it causes means that no one can tackle it alone. Government at both national and local levels, international partners, the voluntary and community sector and the public all have a role to play. It is vital that we do this together using a coordinated, partnership-based approach that recognises the common goals we all share – to build a fairer and healthier society, to reduce crime, improve life chances and protect the most vulnerable.

[The Government's Drug Strategy](#) aims to reduce illicit drug use and increase the number of individuals leaving treatment successfully. It sets out a balanced and comprehensive approach to reduce demand for drugs, restrict their supply and, for individuals suffering from drug dependence, to support their recovery. Reflecting the UK's leading role in driving action internationally, it also sets out how we will continue to lead the international debate on drugs.

The Government is determined to improve support for those individuals dependent on drugs. It will do so by raising the quality of treatment and by improving outcomes for individuals in treatment by ensuring that people get the right interventions, determined by their needs. This means ensuring that individuals are able to access the full range of services to help them rebuild their lives, which may include mental health, housing, employment and training, and appropriate support to maintain a stable family life and one free from crime.

## The Recovery Champion

At the heart of the Government's approach to sustaining recovery is the new role of the Recovery Champion. The Champion will be responsible for driving and supporting collaboration between local authorities, public employment services, housing providers and criminal justice partners, ensuring that these critical public services are able to contribute fully towards securing effective outcomes for individuals suffering drug dependence.

The Champion will provide national leadership, advising Government on where improvements can be made to the existing system of drug treatment. She/ he will encourage greater partnership working at a national level, as well as facilitating multi-agency collaboration locally, ensuring that local services follow and implement evidence-based practice, while at the same time enhancing the contribution made by all parts of the treatment system locally.

## Priorities

The Recovery Champion will be accountable to the new Drug Strategy Board chaired by the Home Secretary. She/ he will agree an annual delivery plan and will update the Board on progress against this plan. She/ he will make recommendations to the board regarding any improvements that could be made to the systems that promote recovery in order to support the delivery of the Drug Strategy 2017's aims.

## Support for the Recovery Champion

The recovery Champion will be supported by a secretariat led by the Home Office with support from Public Health England.

The recovery Champion is also supported by an independent press officer provided by the Home Office.

## Role Description

<b>Job Title:</b>	Recovery Champion
<b>Appointed by:</b>	Home Secretary
<b>Duration:</b>	An initial term of three years
<b>Remuneration:</b>	The role is unremunerated, but travel expenses incurred on Committee business will be reimbursed
<b>Location:</b>	Central London, with regular domestic travel

The Drug Strategy 2017 supports the Government's wider ambitions to improve life chances and protect the vulnerable. The Strategy's two over-arching aims are to reduce illicit and other harmful drug use, and improve the rate of individuals recovering from their dependence. Over the lifetime of the Strategy, the Government will improve treatment quality and outcomes for different user groups, ensuring that the right interventions are given to people according to their needs, and facilitate the delivery of an enhanced, joined-up approach to commissioning and the wide range of services that are essential to supporting every individual to live a life free from drugs.

The Recovery Champion will play a key role in delivering the Government's ambitions to protect vulnerable people. She/he will provide a leadership role to help improve the prospects of individuals seeking to recover from substance misuse, galvanising effective partnership working at national and local levels to secure effective recovery outcomes. This will include facilitating cross-agency collaboration locally, offering advice to local partners on how evidence-based practice can be most effectively applied, and to support collaboration at a national level through the new Home Secretary-chaired Drug Strategy Board.

The Recovery Champion will develop and foster strong and constructive relationships with a range of partners, including Ministers, Parliament, the Devolved Administrations, employment support providers, practitioners and service user groups.

She/he will also need to work closely and collaboratively with officials from the Home Office, Department of Health and Public Health England. The Recovery Champion will report to the Drug Strategy Board, chaired by the Home Secretary.

The Recovery Champion will develop a close working relationship with the Government's independent experts, the Advisory Council on the Misuse of Drugs, and its recovery committee. The role of the recovery committee is to provide independent evidence based advice on all aspects of recovery, and identify effective interventions to support individuals to recover from substance misuse problems. Working with this evidence, the Recovery Champion will be responsible for promoting good practice at a local level and facilitate multi-agency collaboration to establish areas where further improvements could be made.

The Recovery Champion will agree an annual delivery plan with the Drug Strategy Board, and will update the Board on progress, as well as any recommendations she/ he considers

necessary to deliver improvements in services that promote recovery at a local level in order to deliver the aims of the Drug Strategy.

The Recovery Champion is appointed as an individual and not as a representative of any particular profession, employer or interest group. She/he will be expected to act in the public interest at all times, and be guided by the evidence base, considering all issues from an independent perspective and on merit.

### Key responsibilities and criteria

The main responsibilities of the recovery champion are to:

- provide a national leadership role, in partnership with PHE, with a focus on promoting greater social integration, supporting sustained recovery and improving the experience of those seeking to achieve lives free from drugs;
- encourage greater partnership working at a national and local level and facilitate greater integration and cross-agency collaboration to achieve the recovery outcomes set out in the drug strategy;
- offer advice on how evidence-based practice can be most effectively applied and implemented to enhance elements of the system which are under-developed and in need of additional support and focus on securing effective housing and employment outcomes;
- support national collaboration e.g. between local authorities, Jobcentre Plus and the Work Programme successor, housing, criminal justice agencies, and other partners;
- act as a ministerial envoy with different communities and providers and local Recovery Champions; and
- work with the Secretariat, policy owners and partners to plan and deliver the work plan, findings and recommended next steps in a timely fashion.

### Person Specification

All candidates will be required to demonstrate in their written applications and at interview how they meet the requirements of the role. The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below.

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

#### Part One – Essential criteria

- experience and understanding of the issues relating to individuals with multiple and complex needs, including substance misuse and its associated causes and consequences, particularly in relation to housing, employment, mental health or the criminal justice system;

- experience of working with Government, and an understanding of the political and policy environment; and
- the ability to work effectively with frontline practitioners to drive improvements in public services dealing with individuals with complex problems.

## Part Two – Personal qualities

- strong interpersonal and communication skills, and evidence of working successfully with professional, community or voluntary sector groups and organisations;
- ability to think logically and objectively to analyse complex information, and identify key issues and areas where improvements in delivery can be made; and
- a clear understanding of the role of evidence in informing policy in an area of political and public attention and sensitivity.

## Response Instructions

If you wish to apply for this position, please supply the following **by mid-night 09 October 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 A**, relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to [publicappointments@homeoffice.gsi.gov.uk](mailto: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 Ben Bryant on 0207 035 3016 or by e-mail at [Ben.Bryant@homeoffice.gsi.gov.uk](mailto:Ben.Bryant@homeoffice.gsi.gov.uk)

If your query relates to the public appointments recruitment process then please contact Will Nixon in the Public Appointments Team in the first instance on 020 7035 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 A). 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 A.

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.

## Indicative Timetable

Please note that these dates may be subject to change.

Closing Date for Recruitment Advertisement	09 October 2017
Shortlist Meeting	w/c 23 October 2017
Candidate Interviews	w/c 20 or 27 November 2017
Meeting with Home Secretary (if required)	TBC Post interview

## Recruitment Process

This role is being competed in accordance with the Governance Code on Public Appointments (2016)<sup>1</sup>, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The competition will be chaired by Andy Johnson (Chair; Deputy Director, Drugs and Alcohol Unit). His role will be to ensure that appointments are made in accordance with the Office of the Commissioner for Public Appointments' Code of Practice. The selection panel will include, Tim Baxter (Deputy Director, Healthy Behaviours, Department of Health); Rosanna O'Connor (Director, Drugs, Alcohol and Tobacco, Public Health England); and Dr Julie Maxton (Executive Director, Royal Society) as independent panel member.

<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/578498/governance\\_code\\_on\\_public\\_appointments\\_16\\_12\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf)

The Home Office Public Appointments Team 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.

## Terms of Appointment

### Appointment Term:

Your appointment will be made by the Home Secretary and will be for a period of three years.

- There is a possibility of re-appointment at the end of this period of office at the discretion of the Home Secretary, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this role is a public appointment; the post holder will be neither an employee of the Crown nor of HM Government. Such appointments are not normally subject to the provisions of employment law.
- The appointment may be terminated prior to the conclusion of the period of appointment.

### The position of Remuneration:

- The Recovery Champion role is unremunerated.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- No allowances will be payable and you will not be eligible for any form of bonus payment.

**Time Commitment:** The Recovery Champion will be expected to commit to working a minimum of 25-30 days per year.

**Location:** Central London, with regular domestic travel

### 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.

### Security clearance:

The successful candidate will be required to have or be willing to obtain security clearance to SC 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.

## **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 at the end of this candidate pack which asks for information regarding this. 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.

## **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.

## **Registration of interests:**

The purpose of these provisions is to avoid any danger of the post holder being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed as Recovery Champion in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

The Recovery Champion will be required to declare any personal or business interests that may or may be perceived (by a reasonable member of the public) to influence their judgement in provision of advice as Recovery Champion. This includes, as a minimum, personal direct and indirect pecuniary interests, membership of any professional bodies and your role in such bodies e.g. if you are a Chair, Fellow or member.

Examples of personal interests are, but not limited to, payments from the last 12 months from any organisation involved in drugs research, a campaigning organisation, charity, company or public body in the form of consultancies, fee-paid work or shareholdings.

### **Political activity:**

The post holder will need to show political impartiality during their time as Recovery Champion and must not undertake any party political activity during the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration 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 candidates 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.

**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, Seacole Building, 2 Marsham Street, London, SW1P 4DF. Alternatively email [Will.Nixon@homeoffice.gsi.gov.uk](mailto: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.