



Home Office

INDEPENDENT ANTI-SLAVERY COMMISSIONER

Recruitment Information Pack

AUGUST 2018



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Foreword from the Home Secretary



The Prime Minister, Theresa May, has described modern slavery as the greatest human rights issue of our time. It's a sad fact that around the world today, millions of men, women and children are cruelly enslaved and exploited. However this is not something that just happens overseas, it is happening here and now across cities, towns and villages in the UK. Last year over 5,000 people were referred to the National Referral Mechanism - the process which we use to identify and support victims of modern slavery in the UK.

Taking action against human trafficking and modern slavery is a top priority for the UK Government and the Prime Minister personally chairs a modern slavery taskforce to drive progress. In 2015, we introduced the world-leading Modern Slavery Act which gives law enforcement the tools and powers they need to catch and punish those who perpetrate these vile crimes. It also provides a range of protections for victims and ground breaking legislation to tackle slavery and human trafficking in business supply chains.

The Act also established the post of the Independent Anti-Slavery Commissioner - a unique role independent of Government but working collaboratively with us and our partners to ensure the UK continues to be at the forefront of activity to tackle modern slavery here in the UK as well as identifying opportunities to further international collaboration.

I am looking for an outstanding candidate to fulfil the post of Independent Anti-Slavery Commissioner, with a track record of strategic leadership, a clear vision for the role, and the ability to engage people from across a range of backgrounds and viewpoints. I expect the Commissioner to reflect the values that will enable us to succeed in this challenge, by having the highest standards of judgement, credibility and personal integrity.

The Commissioner will work across the UK, with law enforcement, the criminal justice system, the public and private sector, NGOs and civil society and very importantly, with victims of modern slavery themselves, to ensure we better understand how modern slavery is manifesting itself. The more we know and understand about who is committing these vile crimes and who and how they are targeting their victims, the more effectively we can collectively focus our actions and resources to ensure we stamp out this vile crime for good and give victims the support and protections they need and deserve.

Thank you for your interest and for taking the time to read this information pack. This is a highly rewarding role, and if you have the skills and ability outlined above, and described inside, I hope that you will apply. If you are successful, I look forward to working with you, enabling Government, our partners at home and abroad and civil society to consign this crime to history.

Home Secretary
14 June 2018

Role Description

Title:	Independent Anti-Slavery Commissioner
Reports to:	Home Secretary
Duration:	Three year fixed term appointment as an office holder with the possibility of re-appointment.
Remuneration:	£108,000-£140,000
Location:	To be decided – but assumed to be central London for ease of access to Ministers.

Purpose:

The role of the Independent Anti-Slavery Commissioner (IASC) was established by the Modern Slavery Act 2015.

The IASC has a UK-wide remit to encourage good practice in the prevention, detection, investigation and prosecution of modern slavery offences and the identification of victims.

The role was created to spearhead the UK's fight against modern slavery.

Key Responsibilities:

- To work closely with key Government delivery partners to drive a strengthened strategic response in their work to tackle modern slavery and the provision of appropriate support for victims.
- Build positive relationships with and amongst the modern slavery leadership community, including Devolved Administrations, business, academia, civil society, international partners (as well as directly with victims of modern slavery) and facilitate the sharing of good practice in tackling modern slavery.
- Provide expert, impartial advice to the Government and the governments of the Devolved Administrations on their work to tackle modern slavery in a domestic and international arena.
- Work alongside Government and its partners in its implementation of the reform of National Referral Mechanism (NRM) to improve UK's ability to identify and support potential victims of modern slavery.
- Identify international opportunities to showcase UK best practice and make recommendations about opportunities for further international collaboration.
- Commission specific research, studies and inquiries to strengthen the evidence base on modern slavery to support the mobilisation of appropriate responses and the commissioning of interventions. These may include recommendations and policy advice.
- Engage with the Victims' Commissioner and the Children's Commissioner to ensure alignment of strategic work priorities.

- Agree a programme of work with the Home Secretary through the development of a strategic plan in line with requirements of the Modern Slavery Act and submit an annual report to the Home Secretary.
- Active participation in annual performance appraisals with the Home Office Director of Tackling Modern Slavery and Exploitation and ensuring the required skills, suitability and sufficiency of expertise is available in your Office to deliver its business, including annual performance appraisals of members of staff.

Person Specification

It is essential that you provide in your supporting statement evidence and proven examples against each of the selection criteria in **Part One** 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 other criteria listed in **Part Two**.

PART ONE: ESSENTIAL CRITERIA

- Knowledge and experience of working with victims, including an understanding of the vulnerabilities and challenges faced by victims and the support they should receive.
- Proven track record in managing relationships with diverse stakeholders who have differing priorities.
- Knowledge and experience of building relationships with statutory bodies, nationally and internationally, and the capability to conduct challenging conversations.
- An understanding of how to improve strategic delivery and a successful track record in promoting the use of good practice
- Evidence of strategic leadership at senior levels of government, law enforcement, civil society, the public sector or academia.
- Evidence of representing organisations in public, including in the media and with a range of stakeholders.
- Strong communication, negotiating and interpersonal skills to build effective working relationships with Ministers, policy owners, government departments, the media, and other key stakeholders, including the wider public sector, civil society, and local communities.

PART TWO: KNOWLEDGE, SKILLS AND ABILITIES

You should also be able to demonstrate:

- A clear understanding of the role of evidence-based analysis in informing policy in an area of political and public attention and sensitivity.
- Ability to be a highly regarded, credible and confident leader, with the ability to lead effective boards and organisations.

- Ability to provide robust, independent advice, under a high level of public interest and scrutiny, and use a public profile to build consensus.
- Credibility with governments, the sector, industry and the public.
- Experience in one or more sectors related to tackling modern slavery domestically and/ or internationally is desirable.

As a holder of a public office the Commissioner is expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life, at Annex A.

Select Committee: High profile public appointments can be subject to scrutiny by a Parliamentary Select Committee. In the event this role is made subject to such scrutiny, successful candidates may be required to attend a Select Committee hearing.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed candidates.

Response Instructions

If you wish to apply for this position, please supply the following **by midnight on 26 September 2018**:

- A **comprehensive CV** (maximum two pages of A4 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 can not apply online, please post applications to:

Public Appointments Team
Home Office
2 Marsham Street
First Floor, Peel Building
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 Miriam.Minty1@homeoffice.gov.uk; RichardsonandGrantjobshare@homeoffice.gov.uk. 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 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. Please let us know in your application letter if you are unable for interview on the date below.

Closing Date	Midnight, 26 September 2018
Short-list Meeting	Expected w/c 8 October
Candidate Interviews	Expected w/c 29 October and w/c 5 November
Meeting with Home Secretary (if required)	Expected post interview

Recruitment Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, 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 Colleen Harris MVO (Senior Independent Panel Member) whose role will be to ensure that the appointment is made in accordance with the Code of Practice for Ministerial Appointments to Public Bodies. In addition, the panel will comprise Rebecca Egan (Interim Director for Tackling Modern Slavery Exploitation, CPFPG); Willie Cowan (Deputy Director, Criminal Justice Division, Scottish Government); William Kerr (Director, Child Exploitation and Online Protection Command, National Crime Agency); and John Studzinski CBE (Non-Executive Director of the Home Office).

The Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

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

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.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with him, 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.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or Office of the IASC. 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 and Ministerial agreement.

Remuneration and Time Commitment:

- This is a full-time position, 37 hours per week.
- Remuneration is £108,000-£140,000 per annum. This is taxable through the Home Office 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: As this is a national role, the IASC will be required to undertake travel across the UK and internationally.

Expenses: Travel and subsistence expenses will be paid in relation to the performance of your duties as IASC, in line with Home Office policy. Home to office travel will not be reimbursed.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level and Police vetting. 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. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Nationality: This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, and 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.

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, or Part 2 of the Companies (Northern Ireland) Order 1989;

- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency 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 IASC business and the need to declare any relevant business interests, positions of authority or connections with organisations and individuals relevant to IASC we business. The IASC will be expected to complete a register of members' interests. This register will be made public via the IASC's website 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 during your appointment as IASC. 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 the IASC.

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.

Data Protection: The Home Office takes its obligations under the Data Protection Act seriously. The Home Office takes its obligations under the General Data Protection Regulation and 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.

Our data protection policy is in line with the requirements of the General Data Protection Regulation and Data Protection Act. Our data protection officer can be contacted by writing to dpo@homeoffice.gsi.gov.uk.

In connection with your application we will collect, store, and use the information provided by you in your CV, supporting statement, forms at Annex A and your interview (where applicable). We will also collect information from referees named in your application.

We will use this information to assess your suitability for this role. We will retain it for two years, unless you consent to our retaining your CV and contact details for the purposes of alerting you to future opportunities as set out below.

Equal Opportunities Monitoring: 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 and to enable us to comply with the public sector equality duty. Any information provided by you on this form will be anonymised, treated as confidential, and used by the Home Office for statistical purposes only. It will be retained for two years. Anonymised diversity data on public appointments and appointees will also be shared with Cabinet Office and the Office of the Commissioner for

Public Appointments for the purposes of their audit of the procedures and practices of public appointments and to ensure compliance with the public sector equality duty.

The equal opportunities monitoring form is used for monitoring the selection process only. The form will not be treated as part of your application and will not be shared with the selection panel. If you do not wish to have these details recorded please return the form uncompleted.

OCPA Investigations or Inquiries: The Commissioner for Public Appointments is the independent regulator of public appointments. His statutory functions include investigating any aspect of public appointments and conducting inquiries into the procedures and practices followed by appointing authorities. Under article 4(6) of the Public Appointments Order in Council 2017 we are required to provide him with any information he may reasonably require for the purposes of such inquiry or investigation. We will therefore provide him with your personal data if he reasonably requires it in the course of such an inquiry or investigation.

Centre for Public Appointments Database: As set out in annex A, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gsi.gov.uk.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to review, verify, correct or request erasure of your personal details, object to the processing of such or request that we transfer a copy of such to another party please contact dpo@homeoffice.gsi.gov.uk.

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
First Floor, Peel Building
2 Marsham Street
SW1P 4DF

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 Appointment:

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 Code of Practice is available [here](#).

ANNEX A – THE 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. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.