



Home Office

# DESIGNATE COMMISSIONER FOR DOMESTIC ABUSE

## Recruitment Information Pack

January 2019



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## Foreword from the Home Secretary



Domestic abuse is a shocking crime. It turns relationships which should be a source of wellbeing into a source of fear and control. Since 2010, we have worked closely with partners to tackle the drivers of domestic abuse, address the needs of victims and survivors, and ensure that perpetrators are brought to justice. We created a new offence of coercive or controlling behaviour, and introduced domestic violence prevention orders, to give criminal justice partners better options for controlling the behaviour of dangerous perpetrators.

Yet there remains more to do. In the year 2017/18 an estimated two million adults experienced domestic abuse, yet most never speak to the police. That's why we're bringing forward a landmark Domestic Abuse Bill and non-legislative package of measures to transform our response to these terrible crimes. At the heart of these measures is the creation of a new Domestic Abuse Commissioner in England and Wales. The Commissioner will help us to achieve two vital aims. They will lead a national conversation about domestic abuse, promoting an attitude of zero tolerance and ensuring that the voices of victims and survivors – and of their children - are heard. And they will help us achieve our ambition to drive a real transformation of service provision, providing support to local commissioners so that all areas rise to the level of the best.

The Bill, which is to be published in draft for pre-legislative scrutiny later this parliamentary session, will place the Commissioner on a statutory footing and give them legal powers, but I believe that we can achieve real change before then. To start building momentum, we are advertising the position now, on a non-statutory basis. The Commissioner will provide public leadership on domestic abuse, and stand up for victims and survivors. They will also map the state of local provision of domestic abuse services to highlight success and drive improvement, while recognising the independence of local bodies to provide services tailored to their communities' needs.

I am looking for an outstanding leader, who can provide national leadership in the public sphere, work with partners, engage with service providers and, most importantly, listen to and communicate the voices of victims and survivors. You should be able to build an organisation, inspire a team and understand the importance of robust evidence in enabling the provision of excellent services.

Thank you for your interest in this role. I would encourage you to apply and, if you are successful, I look forward to working with you to tackle one of the most insidious forms of crime and improve the lives of many.

A handwritten signature in black ink, appearing to read 'S. Javid', with a small comma at the end.

Rt Hon. Sajid Javid MP  
Home Secretary  
December 2018

## Background to the Role

Since 2010, the Government has made tackling domestic abuse an absolute priority. Domestic abuse impacts on victims' everyday lives, can feel inescapable and can have devastating inter-generational consequences on children. Yet it remains a largely hidden crime, with the majority of perpetrators never reported to the police, still less prosecuted. The provision of domestic abuse services also varies across the country – victims and survivors can face a postcode lottery, with the prospect of receiving excellent services in some places, but inadequate ones in others.

The public consultation “Transforming the response to domestic abuse” (March - May 2018) set out a number of proposals to tackle domestic abuse. These measures represent a once in a lifetime opportunity to transform our approach to domestic abuse, and at their heart is the plan to meet the commitment in the Conservative 2017 election manifesto:

*“to create a domestic violence and abuse commissioner in law, to stand up for victims and survivors, monitor the response to domestic violence and abuse and to hold the police and the criminal justice system to account.”*

The Commissioner will seek to ensure that issues of domestic abuse are at the centre of public debate, that victims and survivors and their children have their voices heard and that they receive a consistent quality of service provision, wherever they live. We know that 68% of the people who responded to the relevant section of the consultation support our proposals for the introduction of a commissioner, and that many organisations in the sector see the role as a vital opportunity to drive up the response locally. We have listened to our stakeholders, and the role description reflects many of the comments made in responses to the consultation.

The Government's approach to domestic abuse has always been framed within the Violence against Women and Girls Strategy, and will continue to be, reflecting the fact that domestic abuse is a disproportionately gendered crime. However, we recognise that men are also victims of domestic abuse, and the Commissioner will act in the interests of both female and male victims and survivors.

## Timetable

We are proposing a two-stage approach to the role:

1. We will create a non-statutory Designate Commissioner post now, before the Domestic Abuse Bill gives the role a statutory basis. The Designate Commissioner will have all the roles of a statutory commissioner, but without the legal powers and duties. A Designate Commissioner will allow us to maintain momentum, achieve real change early on and test the role in practice, giving Parliament the best possible information about the model which would work most effectively. The Designate Commissioner will use the pre-statutory period to begin work to recruit their staff and to build relationships with stakeholders.
2. Once - subject to Parliamentary approval - the Domestic Abuse Bill becomes law, the Commissioner will become a statutory position. The role would be substantively the same, but they would be furnished with the powers to:
  - a. require specified public bodies<sup>1</sup> which deliver domestic abuse services to co-operate with them, including through the provision of information to them; and

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<sup>1</sup> Locally, these include chief police officers and Police and Crime Commissioners in England and Wales, and NHS bodies and local authorities in England. Nationally, central government would be included.

- b. require those bodies to respond to any recommendations which they make.

Should the statutory role be substantively similar to the pre-statutory one, the person who had been filling the role would be automatically appointed (subject to satisfactory performance); were it significantly different, there would need to be a new public appointment process to ensure that the office holder remained the best qualified individual for the role.

## Role Description

**Title:** Designate Commissioner for Domestic Abuse

**Reports to:** Home Secretary

**Duration:** This is a fixed-term appointment for a period of three years, subject to satisfactory performance in accordance with public appointment rules, and subject to Parliament in due course confirming the requirement for a statutory commissioner with a similar role. (See Background section for circumstances in which the Designate Commissioner might not continue as statutory commissioner; there will be a break clause in the contract to enable this.)

**Remuneration:** This role is offered on a part-time basis of two or three days per week and will be remunerated at the part-time equivalent of a £108-£140,000 *per annum* full-time equivalent salary.

**Location:** Central London, but with flexibility. The role will cover all of England and Wales, so regular travel is expected.

### Purpose of the Role:

The Designate Commissioner's essential role will be to encourage good practice in the prevention and detection of domestic abuse, in the prevention, detection, investigation and prosecution of offences involving domestic abuse, and in the identification of, and provision of support to, victims and survivors of domestic abuse and their children.

The Designate Commissioner will provide public leadership on domestic abuse, standing up for victims and survivors and their children. They will map and monitor the provision of domestic abuse services across England and Wales, and publish the results. In doing this, they will highlight areas of best practice, point out service provision which falls short of what is expected and make recommendations to public bodies to improve their service provision, thereby driving improvements to the response to domestic abuse across England and Wales. They will also perform other functions which would benefit from rigorous, independent national oversight, for example through playing a key role in the Domestic Homicide Review process, and through overseeing compliance with the Specialist Domestic Violence courts manual.

### Key Responsibilities:

#### A. LEADERSHIP

- Through work with other public bodies, the media and civil society, providing national leadership on tackling domestic abuse, and raising public awareness of the issues (such as the increasing prevalence of abuse which happens online, through the misuse of technologies and online platforms). Working to ensure that the voices of victims and survivors inform public debate.

#### B. PARTNERSHIP WORKING

- Developing a set of constructive working relationships with a range of stakeholders, including victims and survivors of domestic abuse, civil society organisations and any organisations which meet the intersecting needs of those facing abuse, service providers, Government departments, the Welsh Government and the media. The post holder will need to develop an effective

relationship with Parliament and is likely to be required to give evidence to parliamentary committees. The Designate Commissioner will report to the Home Secretary, and will be required to meet regularly with him and with other ministers responsible for domestic abuse issues, including through occasional attendance at the Inter-Ministerial Group on Violence Against Women and Girls and at the National Oversight Group on Domestic Abuse. The Designate Commissioner will have day to day operational independence, but will be required to work in partnership with the Home Office sponsorship team.

- The Designate Commissioner will need to work particularly closely with the Victims' Commissioner, the Children's Commissioner for Wales, the Children's Commissioner for England and the Welsh Government's National Advisors for Violence Against Women, Gender-Based Violence, Domestic Abuse and Sexual Violence. They will need to have an understanding of the devolution settlement and of the distinctive approach in Wales to the issues covered by their role. The Designate Commissioner will also work in partnership with other organisations when this would deliver the most effective results.

### C. MAPPING OF SERVICE PROVISION

- Developing a robust, high-quality and fair methodology for mapping the response to domestic abuse, based (initially) on the Violence Against Women and Girls National Statement of Expectations<sup>2</sup> and Priorities for Domestic Abuse Services<sup>3</sup>. This will be used to map services provided by central government authorities (e.g. departments, Her Majesty's Courts and Tribunals Service), local authorities in England, police forces and Police and Crime Commissioners in England and Wales, NHS bodies in England and other public bodies such as educational establishments - all with a view to understanding the experiences of victims and survivors and their children. The mapping should reflect the breadth of services which victims/survivors (and potential victims) currently access, especially specialist third sector organisations and others with which commissioners may not currently be familiar. They will need to consider how these services support prevention and early intervention, as well as how they respond to incidences of domestic abuse.
- Delivering the mapping programme and publishing the results, carrying out the work in an independent and consistent manner, such that all victims, survivors and others have confidence in its results.
- Being mindful of the needs:
  - for local bodies to provide services which respond to their communities' particular needs; and
  - to minimise the additional administrative requirements on local bodies, using existing data wherever possible, working with partners and requesting information in the least burdensome manner.

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<sup>2</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/574665/VAWG\\_National\\_Statement\\_of\\_Expectations\\_-\\_FINAL.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574665/VAWG_National_Statement_of_Expectations_-_FINAL.PDF)

<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/565073/2016-18\\_Fund\\_for\\_Refuges\\_Specialist\\_Accommodation\\_Based\\_Support.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/565073/2016-18_Fund_for_Refuges_Specialist_Accommodation_Based_Support.pdf) (Annex B)

## D. MANAGEMENT AND ACCOUNTABILITY

- Preparing an annual strategic plan and an annual report.
- Leading a team of staff, who will support the Designate Commissioner in her/his duties. The Designate Commissioner will have the flexibility to consider the best structure and capabilities of their office. They will be required to establish an Advisory Board made up of relevant experts and stakeholders, and a Victims and Survivors Advisory Group, comprising victims and survivors - both of these bodies will provide expert advice and ensure that the Designate Commissioner is appropriately discharging her/his functions.
- Managing their budget, which will cover staff salaries and other expenses. Ensuring that money is spent according to HM Treasury principles of regularity and propriety, and is properly accounted for. The Designate Commissioner will be responsible for deciding how this money is spent, and will be held accountable by the Home Secretary.

## E. OTHER SPECIFIC RESPONSIBILITIES

- Playing a key role in the Domestic Homicide Review process.
- Overseeing compliance with the Specialist Domestic Violence courts manual.
- Undertaking specific assessments of commissioners and public bodies, as well as general thematic assessments, and publishing the reports, which would include recommendations.
- Delivering specific work or advice requested by Ministers. Undertaking specific research, studies and enquiries commissioned by other public bodies (at those bodies' expense).
- Adopting a specific focus on the needs of victims and survivors of domestic abuse from minority or marginalised groups with particular needs, such as victims who are BME, LGBT, disabled, migrant, or who have complex needs relating to, for example, mental health or substance misuse. A thematic lead within the Designate Commissioner's office should be identified for each of these groups, as well as for any additional groups whom the Designate Commissioner feels warrant particular attention.
- The Designate Commissioner will also be required to consider in particular the impact of domestic abuse on children (both as victims and witnesses) and the services available for children and young people, working closely with the Children's Commissioners for England and Wales. Again, a thematic lead should be identified within their office.
- The Designate Commissioner will not act in relation to individual cases, although she/he may use the lessons of an individual case to inform his/her work on a general issue. The Designate Commissioner will also not commission, provide or fund services, which remain the responsibilities of local commissioners (e.g. Police and Crime Commissioners).

The responsibilities of the Designate Commissioner may be revised from time to time during the course of the appointment, in particular as a result of pre-legislative scrutiny of the draft Domestic Abuse Bill, and in the light of any changes to the role resulting from the subsequent parliamentary passage of the Bill.

## 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

#### Skills and Experience

- Experience of strategic leadership at senior levels of Civil Society, Government, Law Enforcement, Private Sector, Public Sector or Academia.
- 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 the public.
- The ability to build and grow an organisation.
- The ability to work effectively in partnership with other organisations.
- A clear understanding of the role of evidence-based analysis in informing the work of public bodies in an area of political and public attention and sensitivity.
- Strong financial and people management and governance experience.
- The ability to provide robust, independent advice, under a high level of public interest and scrutiny, negotiating between conflicting opinions and generating options to reach consensus.

### PART TWO: KNOWLEDGE, SKILLS AND ABILITIES

You should also be able to demonstrate:

- Experience or knowledge of the issues involved in domestic abuse.
- The ability to be a highly regarded, credible and confident leader, with the capability to lead effective boards and organisations to deliver agreed priorities.
- Credibility with government, civil society and the public.

The Designate Commissioner should operate in the public interest at all times, rather than in the interests of any particular organisation or interest group. S/he should consistently demonstrate the highest levels of personal integrity, in accordance with the 7 Principles of Public Life.

**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 23:00 on 27 January 2019**:

- 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 form at **Annex A**, relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

If you cannot apply online, please post applications to:

Public Appointments Team  
Home Office  
2 Marsham Street  
First Floor, Peel Building  
London  
SW1P 4DF

**Please note that it is your responsibility to ensure that 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 Emily Fei on 0207 035 5849 or [Emily.Fei@homeoffice.gov.uk](mailto:Emily.Fei@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.

### 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 Part D of 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.

We welcome applications from Welsh and English speakers.

## The Recruitment Process

### Indicative Timetable

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

Closing Date	27 January 2019 (23:00)
Short-list Meeting	13 February 2019
Candidate Interviews	w/c 18 March 2019

### Recruitment Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)<sup>4</sup>, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles: merit, openness and fairness.

An Advisory Assessment Panel (AAP) will sift the applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role. The AAP will be chaired by Colleen Harris (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 Cecilia French (Home Office Director of Public Protection), Frank Mullane (Chief Executive of Advocacy After Fatal Domestic Abuse), and Samantha Rennie (Executive Director of Rosa).

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

Interviews are expected to take place in central London. Further details about the format will be provided to interviewees in advance.

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

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

## Terms of Appointment

**Nature of Appointment:** You are not an employee of the Home Office. 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 fixed period of three years, subject to satisfactory performance and to Parliament in due course confirming the need for a statutory commissioner with a similar role (see "Background to the role"). There is a possibility of re-appointment after the three year period.

### Remuneration and Time Commitment:

- The expected time commitment of the role is two or three days per week.
- Remuneration will be the part-time equivalent of a £108-£140,000 *per annum* full-time equivalent salary. 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:** The Designate Commissioner will initially be based in Central London, although there would be flexibility in practice, as you will be provided with a laptop. As this is a role encompassing all of England and Wales, you will be required to undertake relevant travel.

**Expenses:** Travel and subsistence expenses will be paid in relation to the performance of your duties as Designate Commissioner, 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 to 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 four and five 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 **Annex A**. 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.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

**Conflict of interest:** You should note particularly the requirement to declare any potential conflict of interest which arises in the course of your work as Designate Commissioner and the need to declare any relevant business interests, positions of authority or connections with organisations and individuals relevant to that work. You will be expected to complete a register of members' interests. This register will be made public via the website of the Commissioner for Public Appointments 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 Designate Commissioner. 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 your work as Designate Commissioner.

You will be required to complete a Political Activity Declaration as part of your application (**Annex A**), 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 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.gov.uk](mailto:dpo@homeoffice.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.

**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.

**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