



Home Office

# CHAIR OF THE MIGRATION ADVISORY COMMITTEE

## Recruitment Information Pack

January 2020



INVESTORS  
IN PEOPLE

Bronze

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## Foreword from the Director-General, Glyn Williams

Thank you for your interest in this appointment.

Since its inception over 10 years ago, the Migration Advisory Committee (MAC) has played a vital role in shaping the Government's migration policy, through its evidence-based reports on the various issues under consideration.

The MAC has established a world-class reputation for the quality of its advice and its influential role in the system – nearly all its recommendations have been accepted and implemented by the Government. The MAC provides impartial and independent advice in an intensely controversial and political environment.

The precise role of the MAC may evolve but it will remain absolutely central to policy-making in this area. We are about to enter an exciting new chapter in migration policy with the end of EU free movement following the UK's departure from the EU and the introduction of an Australian-style points-based system. We are looking for a high calibre person to lead the MAC through this next phase.

Glyn Williams  
Director-General, BICSPI

## Background

The Migration Advisory Committee (MAC) advises the government on a range of migration policy issues, offering independent evidence-based advice.

The MAC's core statement of purpose is to:

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

To date the advice of the Committee 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 current terms of reference can be found [here](#).

### Structure

The MAC was established in 2007 as a non-statutory, non-time limited, non-departmental public body funded by the Home Office.

The MAC is currently made up of a Chair and five economists. Additionally, the Commission for Employment and Skills and the Home Office are represented on the Committee. The MAC is currently comprised of:

- Professor Alan Manning (Chair)
- Dr Brian Bell
- Dr Jennifer Smith
- Madeleine Sumption
- Professor Jo Swaffield
- Professor Jackline Wahba

The MAC is supported by a secretariat, which is based in London.

### The Nature of MAC Work

The Committee has produced numerous reports since 2008, many of them of considerable length and complexity. The full set of MAC reports is available [here](#).

The MAC also operates its own research programme to improve and broaden the existing evidence base on issues related to migration.

## Role Description

<b>Job Title:</b>	Chair of the Migration Advisory Committee (MAC)
<b>Remuneration:</b>	The role is remunerated at £40,000 per year, based on a time commitment of two days per week
<b>Appointment:</b>	An initial term of three years
<b>Location:</b>	Central London
<b>Reporting to:</b>	Home Secretary

### Purpose:

The Chair of the MAC is appointed by the Home Secretary to oversee the operation of the Committee. The Chair has overall accountability for the MAC's work and is responsible for overseeing the operation and output of the Committee, in collaboration with the Home Office Secretariat. To date, the MAC has operated "hands-on" in its analysis and interaction with the Secretariat. The Chair is responsible for establishing effective working relationships within the Committee, across the Secretariat and with government departments.

### Key Responsibilities:

The Chair is responsible for overseeing the operation and output of the MAC (in collaboration with the Secretariat). The Chair has responsibility for providing effective leadership of the MAC and for:

- setting the strategic direction of the MAC;
- reporting and interpreting the MAC's advice to Government;
- representing the MAC to the public and the media as arranged by the Secretariat. The Chair is responsible for speaking on behalf of the MAC to the press and for being interviewed by journalists and broadcast media;
- ensuring that the MAC acts in accordance with the Home Office Framework Document for the MAC and with Home Office corporate policies and guidance, as required;
- conducting appraisals of MAC members;
- ensuring that the MAC meets at timely and appropriate intervals;
- ensuring that any significant diversity of opinion among the MAC members is fully explored and discussed; and
- being available for regular meetings in London with the MAC, its Secretariat, and the MAC's partners.
- In addition, is expected to following the [Seven Principles of Public Life](#). Seven Principles of Public Life set out by the Nolan Committee on Standards in Public Life

## Person Specification

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

- A proven track record and world-class expertise in the field of labour or migration economics (or other relevant social science discipline provided the candidate can demonstrate capability in migration policy and economics).
- The ability to gain respect and keep the confidence of key stakeholders, including Ministers and senior government officials through effective communication and influencing skills (both oral and written).
- Evidence of the ability to work with government and/or arms length governmental bodies.
- Evidence of leadership, providing direction to a team, delivering results through others and handling relationships with senior figures.
- Excellent interpersonal skills, having the ability to work effectively with both staff within the organisation and with external stakeholders.
- Strong written skills – including experience of or evidence of the ability to produce evidence-based reports.
- Quantitative analytical skills.
- High standards of corporate and personal conduct, including a sound understanding of and strong commitment to equal opportunities and principles of public life.

### Part Two – Knowledge, Skills and Attributes

#### Personal qualities

- The confidence and ability to take overall accountability for the MAC's work and representing the MAC when required before Government Ministers and oversight bodies, such as the House of Commons Home Affairs Select Committee;
- Empathetic but decisive leadership that makes progress through consensus.
- Decisiveness and independence.

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

## Response Instructions

**The closing date for applications is 23:00, Thursday 27 February 2020.**

Please submit the following 4 documents, clearly labelled, by email to:

[publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. 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.
3. Please complete and return via email the forms at **Annex B**, relating to referees, conflicts of interest and nationality.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (Chair of the Migration Advisory Committee) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

### Further Information:

If you have any queries about this role, please contact Elinor Howard on 07471 724822.

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho on 0207 035 8241 or email [christine.ugborogho@homeoffice.gov.uk](mailto:christine.ugborogho@homeoffice.gov.uk).

## Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, Thursday 27 February 2020
Short List Meeting	Expected Thursday 12 March 2020
Final Panel Interviews	Expected w/c 6 April 2020
Meeting with Home Secretary (if required)	Expected post interview

## Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments<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 panel for the Chair recruitment will be independently chaired by Olivia Grant OBE, and consist of Glyn Williams (Director General, BICS Policy & International) and Stephen Aldridge CB (Chief Economist and Director of Analysis and Data, Ministry of Housing, Communities and Local Government).

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office 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 interview. Interviews are expected to take place at Home Office HQ, central London, and to last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

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

***We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.***

**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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<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)

## 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 and Ministerial agreement.

### Remuneration:

- The role is remunerated at £40,000 per annum.
- 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.

**Time Commitment:** The Chair is expected to work two days a week.

**Location:** Committee meetings are usually held at the Home Office, 2 Marsham Street, London, SW1P 4DF. The Chair will be required to undertake occasional travel across the UK as well as abroad to represent the MAC. Travel and subsistence costs will be reimbursed in line with standard MAC policy.

**Availability:** The successful candidate will be encouraged to take up their 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 Security Check (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.

**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 during 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 3 months or more in the last 5 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.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

**Standards in public life:** You will be expected to demonstrate high standards of corporate and personal 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 below, page 13).

**Registration of interests:** The purpose of these provisions is to avoid any danger of a public appointee 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 to the MAC in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** Members will need to show political impartiality during their time on the MAC and must declare significant party-political activity they undertake in 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.

**Disability Confident:** The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the Disability Confident 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.

**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.

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

**Centre for Public Appointments Database:** As set out in Annex B, 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.gov.uk](mailto:dpo@homeoffice.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  
Third Floor, Peel Building  
2 Marsham Street  
London, SW1P 4DF

We will reply to your complaint within 20 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. Tel: 0207 271 0849.

## 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.