



Home Office

MIGRATION ADVISORY COMMITTEE MEMBERS

Recruitment Information Pack

June 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 a new points-based system. We are looking for high calibre people to contribute to the work of the MAC through this next phase.

Glyn Williams
Director-General, BICSPI

The Migration Advisory Committee

The Migration Advisory Committee (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 an Interim Chair and four economists. Additionally, the Commission for Employment and Skills and the Home Office are represented on the Committee. The MAC is currently comprised of:

Professor Brian Bell – *Interim Chair*

Professor Brian Bell has been a Professor of Economics at King's Business School within Kings College London since January 2017, following 4 years as an associate professor in the Department of Economics at Oxford University. Professor Bell is a world leading labour economist who is widely published, and his work on immigration has included papers examining the progress of immigrants in the labour market in the UK, and the impact of immigration on crime in the UK. Professor Bell has worked extensively outside academia, including at the Bank of England and the International Monetary Fund.

Dr Jennifer C Smith – *Member*

Dr Jennifer C Smith is Associate Professor in the Economics Department at Warwick University and Associate Researcher at the Centre for Competitive Advantage in the Global Economy (CAGE).

Madeleine Sumption – *Member*

Madeleine Sumption is currently the Director of the Migration Observatory at the University of Oxford. She was previously Director of Research for the International Programme at the Migration Policy Institute in Washington DC. She has written more than 40 reports and articles on migration, typically involving theoretical and empirical analysis of the economic impacts of policy design. She has also produced numerous evidence-based reports for policy audiences, and has advised governments on the economic effects of migration policies.

Professor Jo Swaffield – *Member*

A professor of economics and head of department at the University of York, Professor Swaffield is an applied micro labour economist with strong research expertise in the UK labour market and a track record of providing quality research evidence to government. Her main research fields are in labour economics and applied micro-econometrics, focusing on issues such as the gender wage gap, low wages including minimum wages and the living wage, and also employment, particularly in terms of working hours.

Professor Jackline Wahba – *Member*

Jackline Wahba is Professor of Economics at the University of Southampton, where she leads migration research at the ESRC Centre for Population Change. She has advised national governments and international organisations, including the World Bank, the Organisation for Economic Development and Co-operation, the International Labour Organisation, the International Organisation for Migration, the European Training Foundation and the European Commission.

Background

Do you want to play a key role in helping to shape the future of migration issues and support the interests of UK residents?

If so, you can do this by becoming a Member of the Migration Advisory Committee (MAC). The MAC advises the government on a range of migration policy issues, offering independent evidence-based advice, and its 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](#).

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

The MAC is looking for three Members whose responsibilities will include attending and contributing at MAC meetings; examining and challenging the assumptions on which advice is formulated (where required); and ensuring that the MAC has the opportunity to consider the available evidence on a given issue; contrary views and the concerns and values of corporate partners before a decision is taken.

We are looking for candidates with a proven track record of delivering success, outstanding communication skills, and excellent political awareness.

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

Job Title:	Member of the Migration Advisory Committee (MAC)
Roles Available:	Three (commencing from November 2020)
Remuneration:	The roles are remunerated at £275 per day, based on two days per month. In addition, Members are expected to attend four committee meetings per year.
Appointment:	An initial term of three years
Location:	Central London
Reporting to:	Home Secretary

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 supported by a secretariat, which is based in London.

Key Responsibilities:

The responsibility of MAC Members include:

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

Person Specification

It is important 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 you if invited for interview, together with the other criteria listed in **Part Two**.

Part one – Essential skills and Experience

To be considered, you must be able to demonstrate the following essential criteria:

- a proven track record of knowledge of, or experience in dealing with, the issues with which the Migration Advisory Committee is concerned;
- a track record of achievement of research and publication about migration;
- strong interpersonal skills and the ability to represent the MAC in public forums, such as in engagement events;
- able to contribute to the work of the committee and to the consideration of statements and conclusions of the committee; and
- qualities, skills and experience to meet all the essential criteria for appointment.

For one of the roles the successful candidate must also demonstrate:

- Knowledge of the issues affecting the devolved nations and regions of the UK, with a clear understanding of the concerns of key stakeholders within them and the ability to articulate those issues and ensure they are considered in the work of the MAC.

Part two – Knowledge, Skills and Attributes

Personal qualities

All applicants must also possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the MAC and must:

- Be able to provide specific advice, independent of government or industry.
- Be a good communicator with sound judgement.
- Be able to demonstrate an ability to contribute effectively to the work of the MAC.
- Have successful experience of committee membership.
- Have contributed to national or international fora whose work is within the remit of the MAC.
- Uphold and adhere to the seven quality of Nolan 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 the short-listed candidates.

Response Instructions

The closing date for applications is 23:00, Monday 6 July 2020.

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

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 (Member 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 at Elinor.Howard@homeoffice.gov.uk.

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho by email at 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, Monday 6 July 2020
Short List Meeting	Expected w/c 20 July 2020
Final Panel Interviews	Expected w/c 24 August 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 Appointments¹, 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 Member recruitment will be chaired by Philippa Rouse, Director of Future Border & Immigration System Directorate at the Home Office; and consist of the MAC Chair; and Tom Younger, Head of Labour Market Analysis at the Department for Work and Pensions, as the independent member.

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. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. 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.

¹https://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 £275 per day.
- The remuneration is taxable through payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full time role from the public purse.

Time Commitment: Members are expected to work two days per month and to attend at least four full committee meetings a year.

Location: Committee meetings are usually held at the Home Office, 2 Marsham Street, London, SW1P 4DF. Members 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 candidates 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 candidates 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 candidates have 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.

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 14).

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 candidates 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.

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 the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

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.